Overview: This guide provides steps for returning an employee from Short Work Break (SWB). If an employee’s job record has been placed on SWB, the action of “Return from Short Work Break” must be applied to change employee’s status back to ‘Active.’ When employee has been returned from SWB, row(s) may be inserted to change appointment end date, pay rate, etc. If the employee’s job record is to be terminated, it is not necessary to return the job from SWB before inserting the termination row.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Job Information
   - Workforce Administration
   - Job Information
   - Job Data

2. Job Data search page displays
   - Enter one or more of the search fields
   - Click Search
3. Work Location page displays

- Click to insert a row

4. New Row displays

- Effective date defaults to current date. Enter date employee is to start working again
- Choose Action of Return from Work Break and Reason RWB

5. Enter Job Notes for any appropriate comments regarding the RWB

- Click Job Data Notepad displays
- Click to include comments
- Return to Work Location page by clicking Job Data Page
Short Work Break (SWB)-Return complete