

How to view “Leave Verified Return Date”

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MDCPS Overview

- [Request Employee Position Change, Transfer, or Additional Assignment](#)
Work Locations can request changes and/or addition of assignments.
- [View Status of Employee Position Change, Transfer, or Additional Assignment](#)
Work Locations can check the status of a pending request.
- [Decentralized Termination](#)
Work Locations can terminate assignments.
- [Display Employee Information](#)
Work Locations can view employee's information.
- [Maintain Employee Data](#)
Work locations can enter Injury Date for Workers Compensation and Objects on Loan.

1. Click on "Human Resources"

2. Click on "Display Employee Information"

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Display Employee Information

Display HR Master Data

Menu | Back Exit Cancel System | Display Overview

Person ID ← Pers. Assgn 00126842 FT Salary Active 0012

Name

EE group 1 Reg/Perm Emplo Pers.area N790 NIS CEP All

EE subgroup A0 FT Salary Cost Center 1931900 PERSONNEL AC

Basic Personal Data Benefits Time Data Gross Payroll

Infotype text	...
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Date Specifications	✓
Main Personnel Assignment	✓
PERS Assignment information	✓

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype 19 ←

3. Input the employee number and press enter

4. In "Infotype" section, input "19" and press enter: "Monitoring of Tasks" will appear.

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Menu | Back Exit Cancel System | Display Overview ←

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Name

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Basic Personal Data Benefits Time Data Gross Payroll

Infotype text	
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Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Date Specifications	✓
Main Personnel Assignment	✓
PERS Assignment information	✓

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

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Direct selection

Infotype STy

5. Click "Overview"

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Overview Monitoring of Tasks (0019)

Menu | Back | Exit | Cancel | System | Choose

Person ID: [] Pers.Assgn: 00126842 FT Salary Active 0012...
Personnel No: [] Name: []
EE group: 1 Reg/Perm Employ Personnel ar: N790 NIS CEP All
EE subgroup: A0 FT Salary Status: Active
Choose: 01/01/1800 to 12/31/9999 STy: []

Task On	Task Type	Task Type Text	Processing indicator	Reminder
10/10/2011	Z8	LOA Return Verified	New task	10/17/2011
10/07/2011	Z3	Expect Leave Return	New task	08/07/2011
09/07/2011	Z6	30d LOA Ltr Intent	Task completed	08/31/2011
08/08/2011	Z7	60d LOA Ltr Intent	Task completed	08/01/2011
07/08/2011	Z3	Expect Leave Return	New task	05/08/2011
06/08/2011	Z6	30d LOA Ltr Intent	Task completed	06/01/2011
05/09/2011	Z7	60d LOA Ltr Intent	Task completed	05/02/2011

Entry 1 of 7

6. Look for "Z8" under the "Task Type" column. If the employee has a Z8, then the individual is cleared to return to work from the Office of Leave and Retirement. Please contact your staffer and provide a position ID number that the individual should return to. **IMPORTANT: Make sure the position is vacant...**

If "Z8" is not listed in the "Task Type" column, please contact the Office of Leave and Retirement.