

FULL TIME INACTIVITY

HrOnlineLux 14_1_Return to work _ HR

securex human capital matters

Employee Data

1

My Workspace

Personal Corporate Development Pers. Action Reporting

My Details

LIERARD Jean-Pierre

my Selections

2

Personnel Area

☒ Business Airlines (20)

Search

Adam Lallana [80001451]

Alves Léon [80001054]

DUPOND JULIE [80000086]

ECHLIN VIRGINIE [80000051]

Overview possible actions

Select an action to request a personnel change

Add [New Contract](#)

Change in [Pay](#)

[Hire](#) a person

[Contract](#) Extension

[Termination](#)

[Part Time Inactivity](#)

[Full Time Inactivity](#) 3

[Promotion](#)

[Retirement](#)

[Transfer](#) within Country

[Return](#) to work

Drafts

Search

Action

Inactivity Full-time involves both: Maternity leave, parental leave, unpaid leave and pregnancy.

- 1 Navigate to **Employee Data** > **Pers. Action**.
- 2 Select the concerned employee into **My Selections**.
- 3 Click **Full Time Inactivity**.

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Employee Data

My Workspace

Personal Contract Details Family & Tax Pers. Action Hiring Actions Contract Parameters

My Details

MERLIN Pierre

ID Position

80002477 Human Ressourc...

Fast Entry Results

Fulltime inactivity Initiate the action

DURANT Marie [80002475]

Start Date 01.06.2016

Action Type Full Time Inactivity

Reason for Action Leave without Pay

Employment Inactive

Personnel area BUSINESS TRAVEL

Employee Group Regular

Employee Subgroup White Collar

4

Leave without Pay

Maternity leave

Parental leave

Pregnancy

5

Submit Cancel

- 4 Enter the start date of the temporary exit of the payroll for your employee and select eg **unpaid leave** in the case of an outgoing employee who will be covered by the CNS.
- 5 Click **Submit**. Do the same on page **0** **1**

RETURN TO WORK AFTER A FULL TIME INACTIVITY

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The screenshot shows the HRonline interface with the 'Employee Data' tab selected. The 'My Workspace' sidebar on the left displays 'My Details' for LIERARD Jean-Pierre (ID: 80000035, position: DIRECTOR) and 'My Selections' for Business Airlines (20). The main area shows 'Overview possible actions' with a list of actions including 'Return to work'. The 'History & Pending requests' section is empty.

In **Employee data > Pers. Action**. Looking for the employee using the advanced search, select the employee and click on **Return to work**.

The screenshot shows the 'Return to work' action form in the HRonline interface. The form is titled 'Return to work Initiate the action' and is for employee 'Durant Géraldine [80000133]'. The form fields are:

- Start Date: 01.12.2014
- Action Type: Return to Work
- Reason for Action: Return to Work *
- Employment: Active
- Personnel area: Business Airlines *
- Employee Group: Regular *
- Employee Subgroup: White Collar *

The form has 'Submit' and 'Cancel' buttons at the bottom right.

Enter the date of return to work and click **Submit**.

RETURN TO WORK AFTER A FULL TIME INACTIVITY

HrOnlineLux 14_1_Return to work _ HR

Employee Data

Personal Corporate Development Pers. Action Reporting

Return to work Org. assignment
Durant Geraldine [80000133]

0 1 2 3 4

organizational assignment

Company Code Business Airlines
Personnel Area Business Airlines
Personnel subarea Business Airlin
Cost Center
Employee group Regular
Payroll area Payroll relevant
Employee subgroup White Collar
Position Assistant Comptable
Job key 00000000
Organizational unit ACCOUNTANCY
Start Date 15.12.2014
End Date 31.12.9999

0 1 2 3

- ! Do not modify these pre registered dates
- 1 Click **Next** until the end of the process and then **Submit**.