

8.9 HRMS Step by Step Guide

Academic Year Sabbatical or LWP Contract - Workforce Administration Module

Overview: This guide provides steps for setting up standard academic year sabbatical or leave with pay. Salary calculations must be done to determine correct contract salary amount.

Sabbaticals and other Leaves With Pay (LWP) are not part of the faculty salary upload process.

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 Data

- Workforce Administration
- Job Information
- Job Data


The screenshot shows the University of Colorado HRMS interface. On the left is a 'Menu' sidebar with a search box and a tree view. The 'Workforce Administration' menu item is expanded, showing sub-items like 'Personal Information', 'Job Information', 'Plan Salaries CU', 'Workforce Reports', 'Compensation', 'Time Collection', 'Workforce Development', 'Organizational Development', 'Enterprise Learning', 'Reporting Tools', and 'My Dictionary'. The main content area is titled 'Job Information' and contains several panels: 'Add Employment Instance', 'Job Data', 'Update Contract Pay NA', 'Job Data Transfer/Rehire only', 'Contract Administration', 'Review Job Information', 'Company Property', and 'Reports'. Each panel has a brief description of its function.

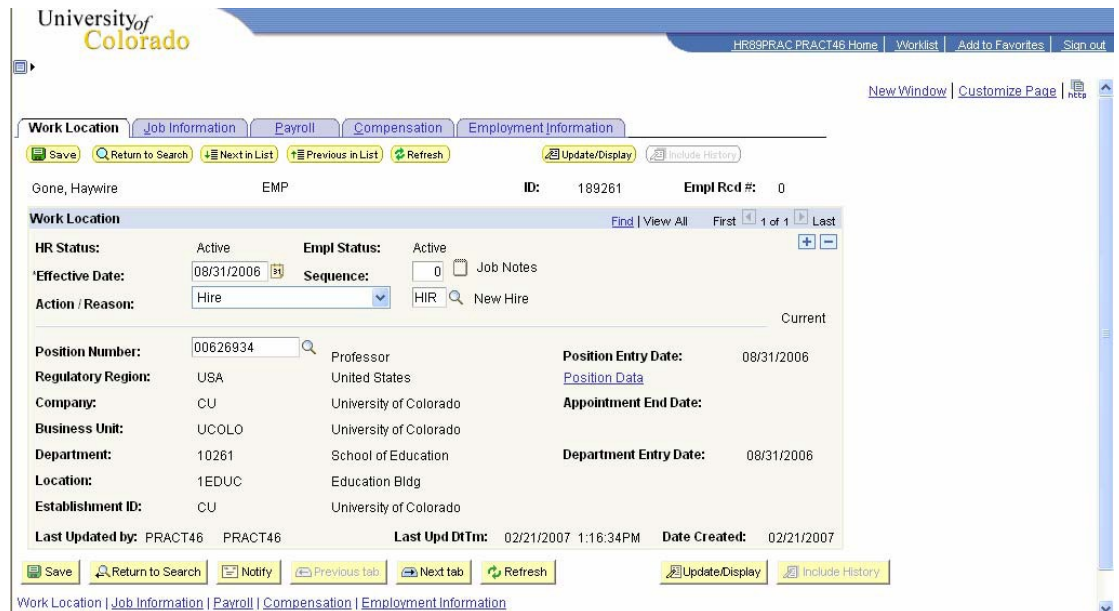
2. Job Data search page displays

- Enter EmplID number of faculty member going on sabbatical or leave with pay (LWP)
- Use the faculty member's primary academic year appointment. (Usually the zero record.)
- Click **Search**

The screenshot shows the 'Job Data' search page in the University of Colorado HRMS. It features a search form with the following fields: 'Find an Existing Value' (text input), 'EmplID:' (dropdown menu set to 'begins with'), 'Empl Rcd Nbr:' (dropdown menu set to '='), 'Name (LN, FN):' (dropdown menu set to 'begins with'), 'Last Name:' (dropdown menu set to 'begins with'), 'Department:' (dropdown menu set to 'begins with'), 'Last 4 SSN:' (dropdown menu set to 'begins with'), 'HR Status:' (dropdown menu set to '='), and 'Employee Status:' (dropdown menu set to '='). There is a search icon next to the Department field. A checkbox for 'Include History' is checked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Work Location page displays

- Click  to insert a row



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New Window | Customize Page | Help

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Work Location Find | View All First 1 of 1 Last

HR Status: Active Empl Status: Active

Effective Date: 08/31/2006 Sequence: 0 Job Notes

Action / Reason: Hire HIR New Hire

Current

Position Number: 00626934 Professor Position Entry Date: 08/31/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCULO University of Colorado

Department: 10261 School of Education Department Entry Date: 08/31/2006

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT46 PRACT46 Last Upd DtTm: 02/21/2007 1:16:34PM Date Created: 02/21/2007

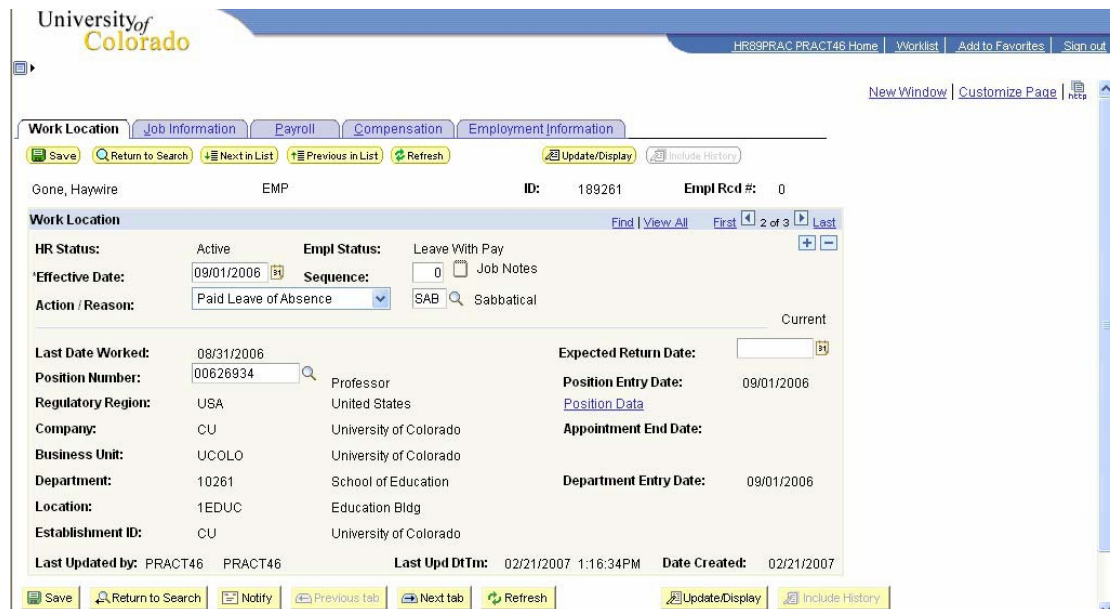
Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Compensation | Employment Information

4. New Row displays

Enter effective date of the leave. Date must be less than or equal to contract begin date

- Enter Action of Paid Leave of Absence and appropriate Reason from look up list



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New Window | Customize Page | Help

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Work Location Find | View All First 2 of 3 Last

HR Status: Active Empl Status: Leave With Pay

Effective Date: 09/01/2006 Sequence: 0 Job Notes

Action / Reason: Paid Leave of Absence SAB Sabbatical

Current

Last Date Worked: 08/31/2006 Expected Return Date:

Position Number: 00626934 Professor Position Entry Date: 09/01/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCULO University of Colorado

Department: 10261 School of Education Department Entry Date: 09/01/2006

Location: 1EDUC Education Bldg


Establishment ID: CU University of Colorado

Last Updated by: PRACT46 PRACT46 Last Upd DtTm: 02/21/2007 1:16:34PM Date Created: 02/21/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Compensation | Employment Information

5. Enter Job Notes regarding the Sabbatical/LWP

- Click 
- Job Data Notepad displays
- Click

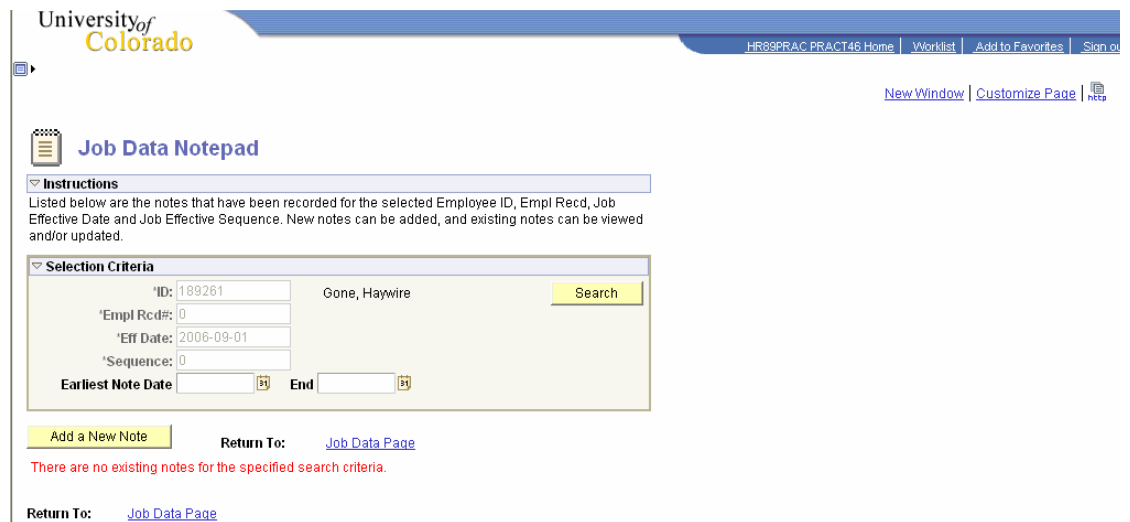
Add a New Note

to include comments

- Return to job data page:
click [Job Data Page](#)


6. Work Location page re-displays

- Click Compensation page



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[New Window](#) | [Customize Page](#) | 

Job Data Notepad

Instructions
Listed below are the notes that have been recorded for the selected Employee ID, Empl Rcd#, Job Effective Date and Job Effective Sequence. New notes can be added, and existing notes can be viewed and/or updated.

Selection Criteria

*ID: 189261 Gone, Haywire

*Empl Rcd#: 0

*Eff Date: 2006-09-01

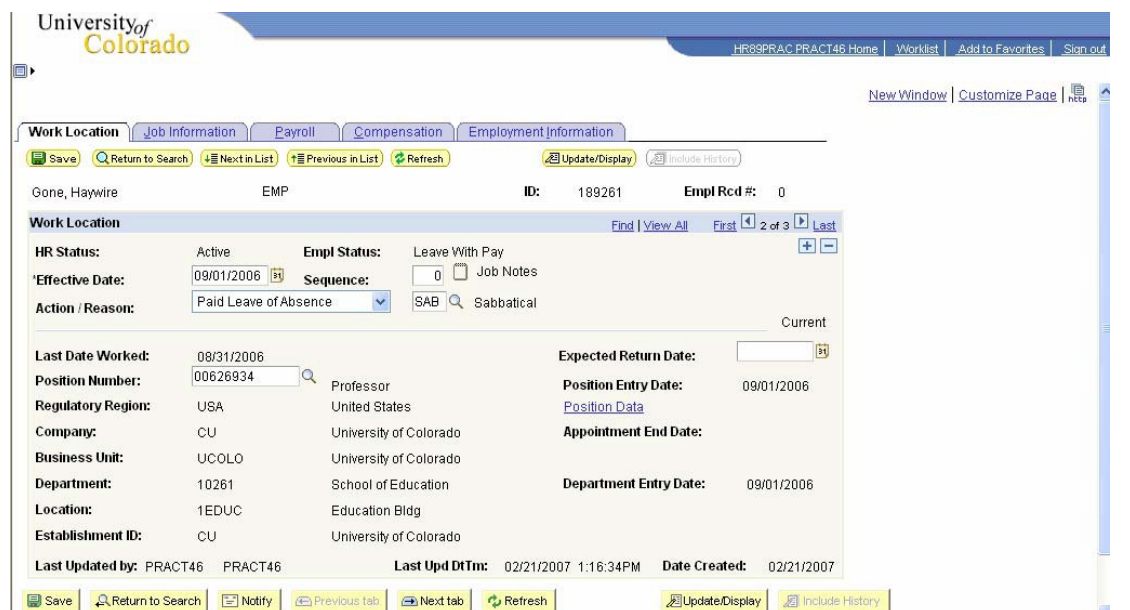
*Sequence: 0

Earliest Note Date: End:

 Return To: [Job Data Page](#)


There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)



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[New Window](#) | [Customize Page](#) | 

Work Location | Job Information | Payroll | Compensation | Employment Information

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Work Location Find | View All First 2 of 3 Last

HR Status: Active Empl Status: Leave With Pay

*Effective Date: 09/01/2006 Sequence: 0 Job Notes

Action / Reason: Paid Leave of Absence SAB Sabbatical

Current

Last Date Worked: 08/31/2006 Expected Return Date:

Position Number: 00626934 Professor Position Entry Date: 09/01/2006

Regulatory Region: USA United States [Position Data](#)

Company: CU University of Colorado Appointment End Date:

Business Unit: UCULO University of Colorado

Department: 10261 School of Education Department Entry Date: 09/01/2006

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT46 PRACT46 Last Upd DTm: 02/21/2007 1:16:34PM Date Created: 02/21/2007

7. Compensation page displays

□ Verify Compensation Frequency = 'C'

□ Enter total contract comp rate amount in Pay Components section or ½ comp rate depending upon agreed salary (campus business process). If ½ salary is entered, Percent of Time needs to be reduced to 50% and Standard Hours reduced to 20%. A change to either one updates the other

□ Click

Calculate Compensation

□ Review &

Save

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New Window | Customize Page | Help

Work Location | Job Information | Payroll | **Compensation** | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Compensation Find | View All | First | 1 of 2 | Last

Effective Date: 09/01/2006 Sequence: 0 Job Notes Appr Status: Proposed 09/01/2006
Action / Reason: LOA Sabbatical Appr Reject: Current

Compensation Summary

Base Compensation Rate: 120,000.000000 *Frequency: C Contract Contract Pay
Total Compensation Rate: 120,000.000000

Salary Administration Plan: 110 Grade: 000 Standard Hours: 40.00
Job Code: 1101 Professor Percent of Time: 100.00 FTE: 1.000000

Comparative Information

Change Amount: 0.000000 USD Contract
Change Percent: 0.000

Pay Rates

Annual	Monthly	Daily	Hourly
120,000.000000 USD	USD	USD	57.692308 USD

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEC	0	120,000.000000	USD	C

Calculate Compensation

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

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New Window | Customize Page | Help

Work Location | Job Information | Payroll | **Compensation** | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Compensation Find | View All | First | 1 of 2 | Last

Effective Date: 09/01/2006 Sequence: 0 Job Notes Appr Status: Proposed 09/01/2006
Action / Reason: LOA Sabbatical Appr Reject: Current

Compensation Summary

Base Compensation Rate: 60,000.000000 *Frequency: C Contract Contract Pay
Total Compensation Rate: 60,000.000000

Salary Administration Plan: 110 Grade: 000 Standard Hours: 40.00
Job Code: 1101 Professor Percent of Time: 100.00 FTE: 1.000000

Comparative Information

Change Amount: -60,000.000000 USD Contract
Change Percent: -50.000

Pay Rates

Annual	Monthly	Daily	Hourly
60,000.000000 USD	5,000.000000 USD	USD	28.846154 USD

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEC	0	60,000.000000	USD	C

Calculate Compensation

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

8. Process to return employee from sabbatical/LWP

- Insert row on Work Location page with effective date of return
- Action is Return from Leave and Reason is RFL
- This row of data may be entered at the same time sabbatical/LWP is set up or later, closer to the employee's return date

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New Window | Customize Page | Help

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Work Location Find | View All First 1 of 3 Last

HR Status: Active Empl Status: Active

Effective Date: 09/01/2007 Sequence: 0 Job Notes

Action / Reason: Return from Leave RFL Return From Leave Future

Position Number: 00626934 Professor Position Entry Date: 09/01/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCULO University of Colorado

Department: 10261 School of Education Department Entry Date: 09/01/2006

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT46 PRACT46 Last Upd DtTm: 02/21/2007 1:16:34PM Date Created: 02/21/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Compensation | Employment Information

Academic Year Sabbatical or LWP Contract complete