# 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.

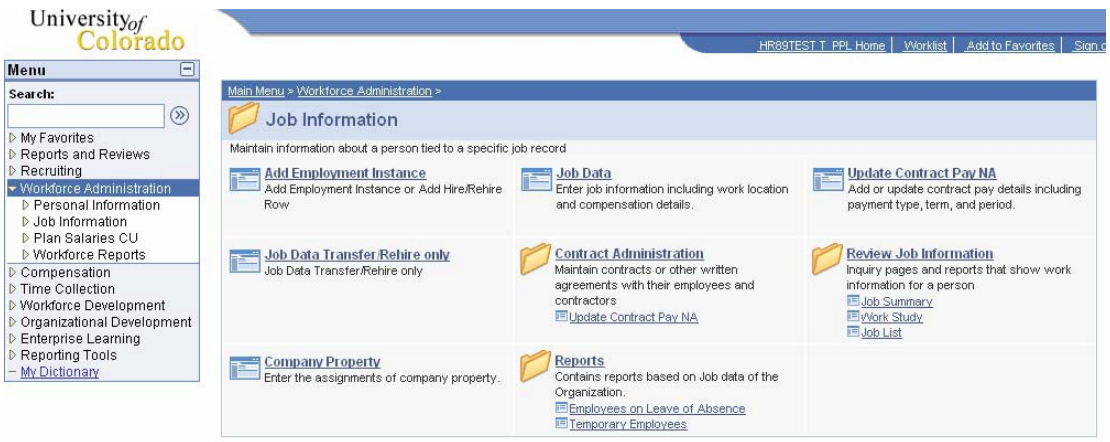
Sabbaticals and other Leaves With Pay (LWP) are not part of the faculty salary upload process.

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.*

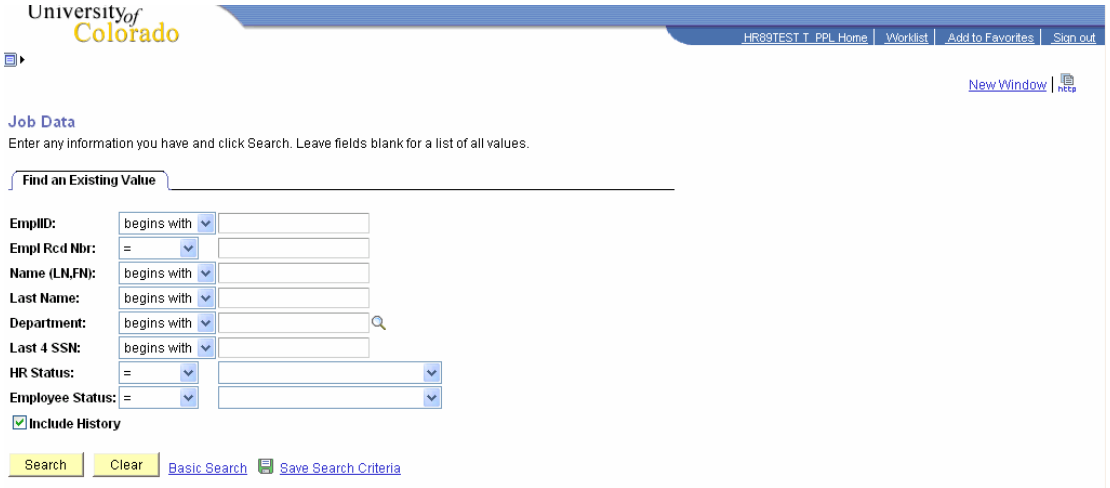
## 1. Navigate to Job Data

- Workforce Administration
- Job Information
- Job Data



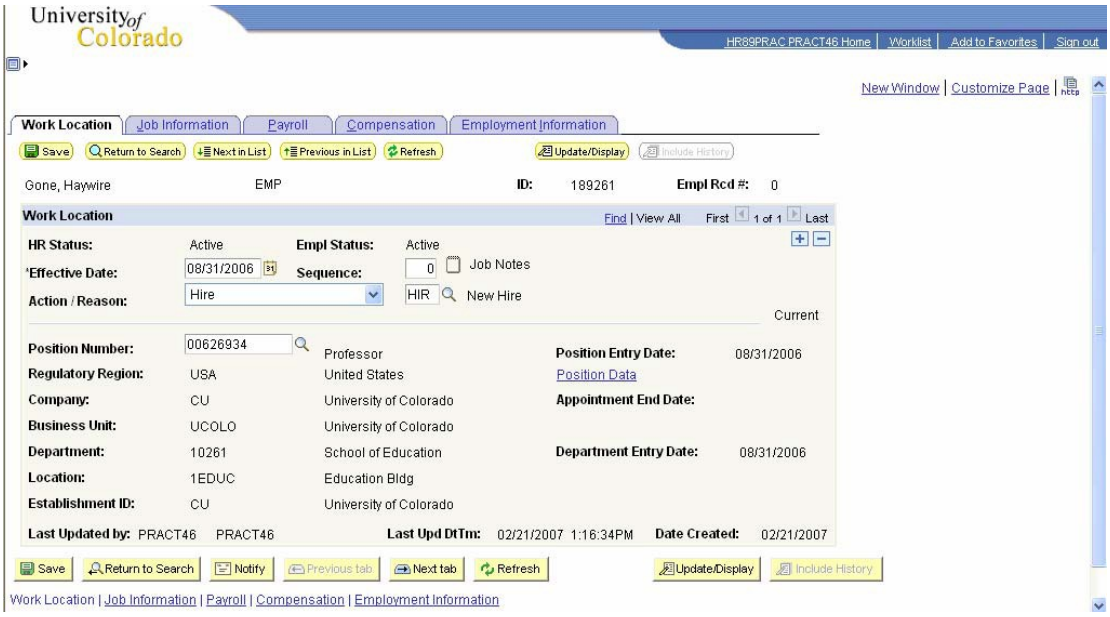

## 2. Job Data search page displays

- 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



### 3. Work Location page displays

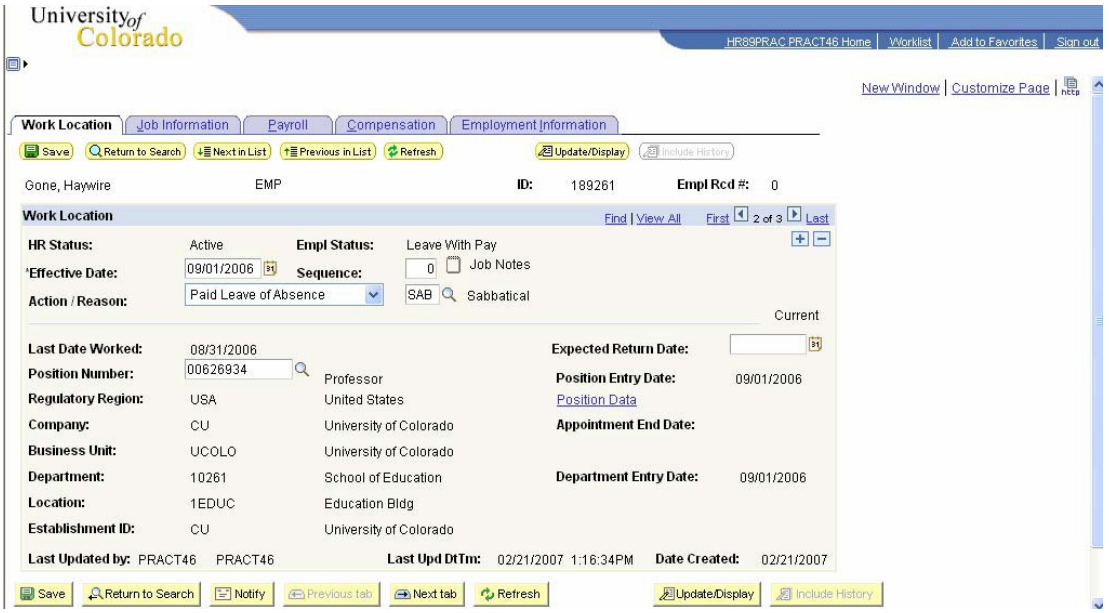
- Click ⊞ to insert a row




### 4. New Row displays

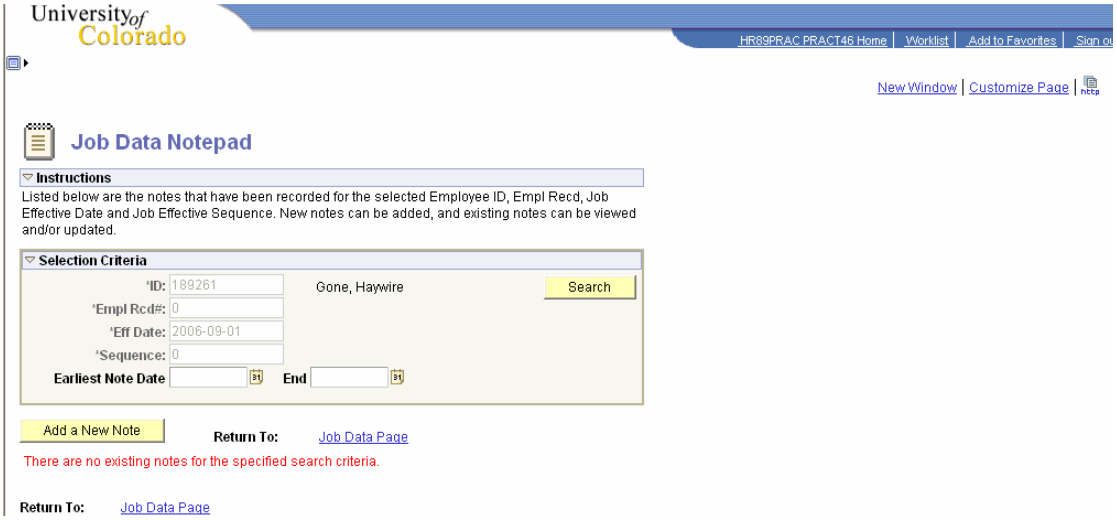
Enter effective date of the leave. Date must be less than or equal to contract begin date

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



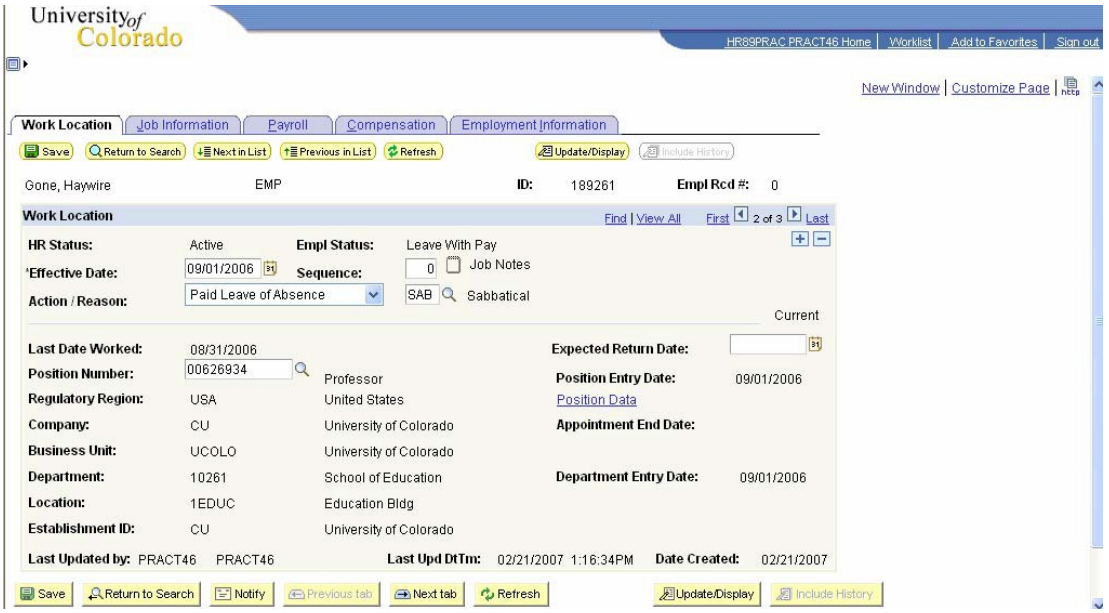
## 5. Enter Job Notes regarding the Sabbatical/LWP

- Click
- Job Data Notepad displays
- Click Add a New Note to include comments
- Return to job data page: click Job Data Page



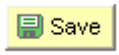

## 6. Work Location page re-displays

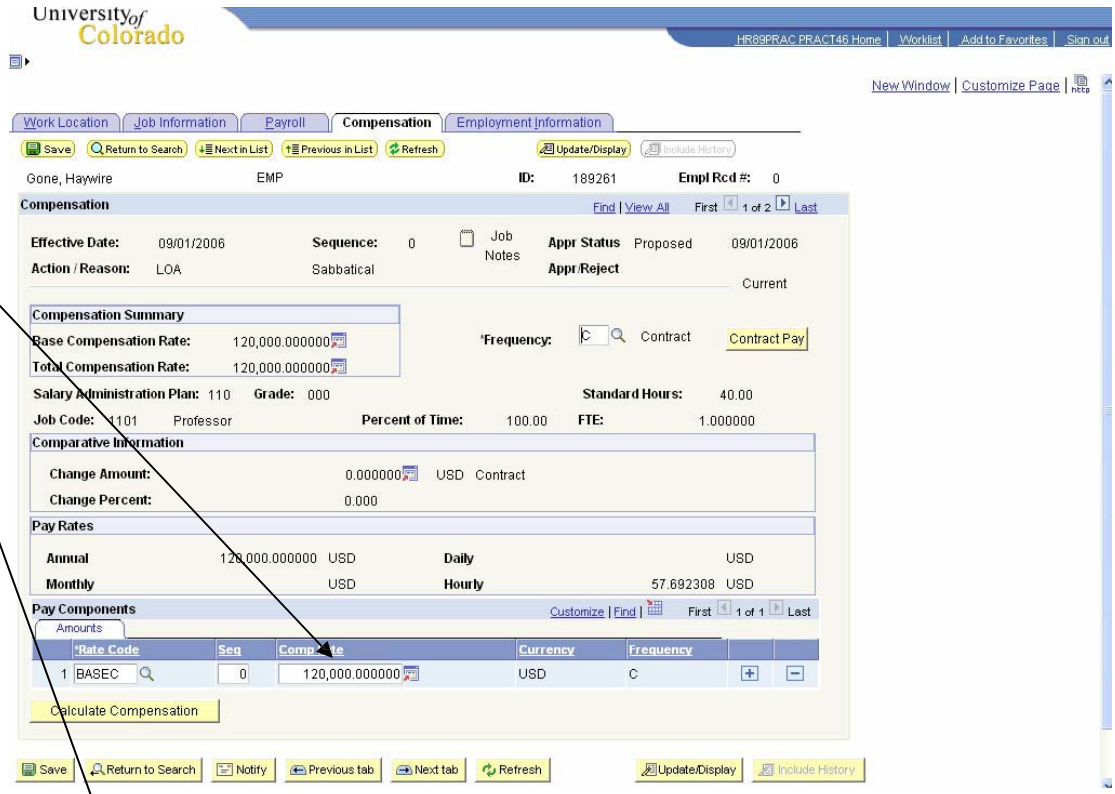
- Click Compensation page

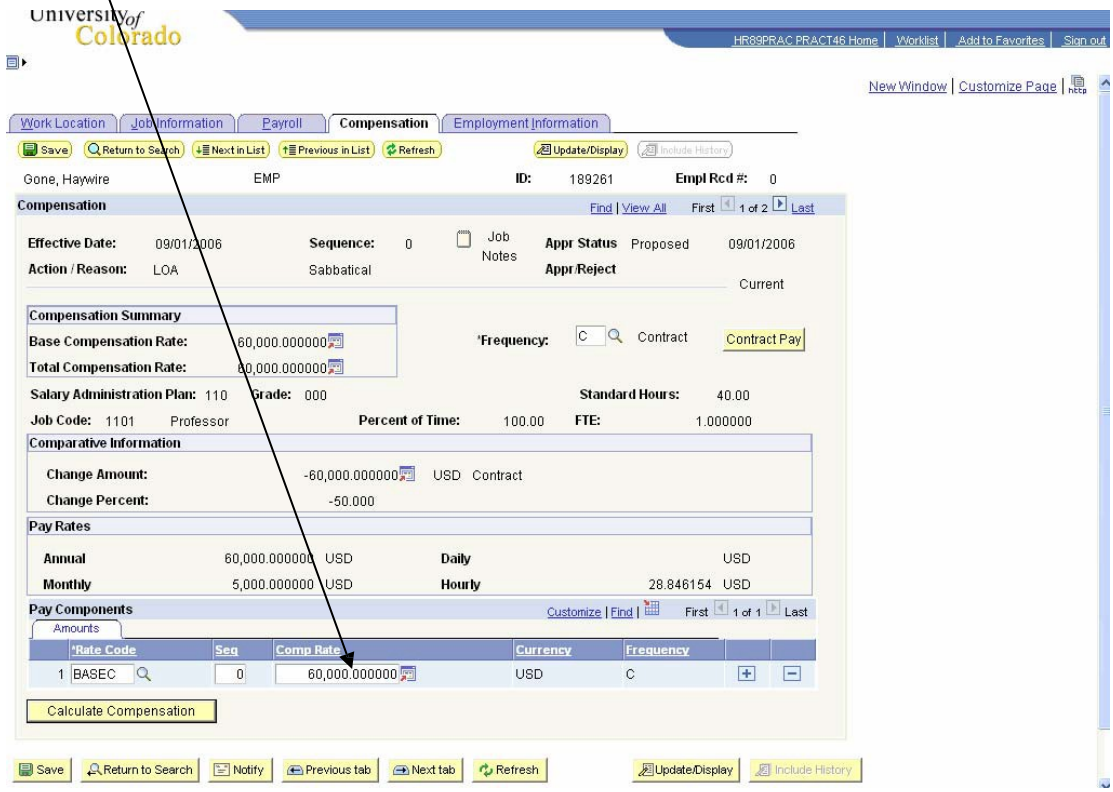


## 7. Compensation page displays

- 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

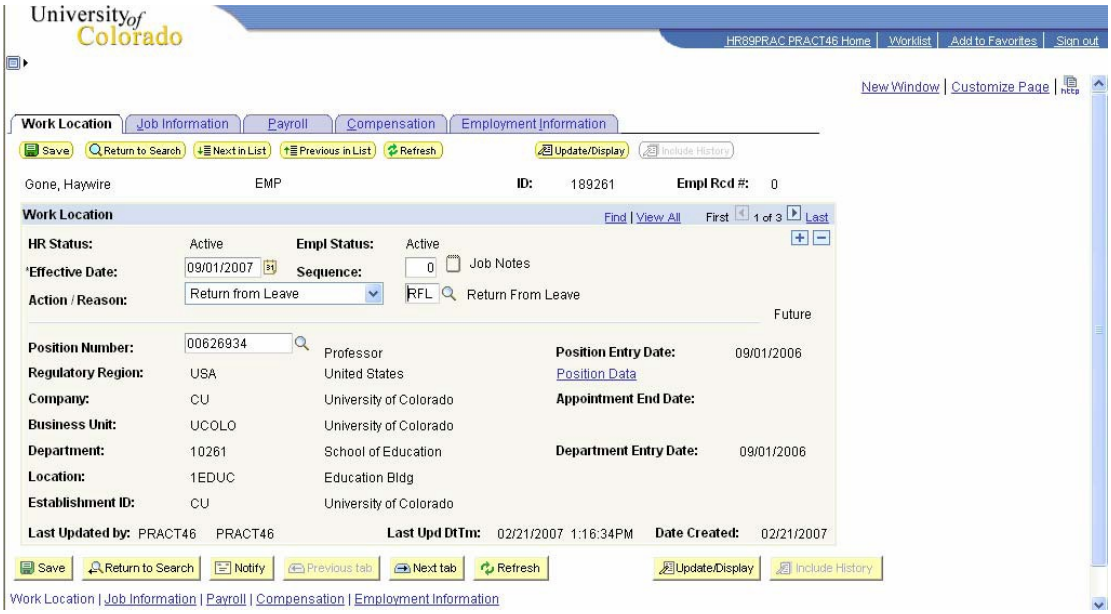
- Review & 

## 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




**Academic Year Sabbatical or LWP Contract complete**