

Fall Semester LOA (LWOP) Contract - Workforce Administration Module

Overview: This guide provides steps to use for setting up contract faculty for Fall Semester Leave of Absence Without Pay (LOA). Leaves of Absence are not entered into the system as part of the faculty salary upload process.

A contract employee cannot be put on Leave of Absence Without Pay (LOA) in the middle of a pay period. The effective date of the leave must be equal to the first day of the pay period. Likewise, the employee cannot be returned from LOA in the middle of a pay period.

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.

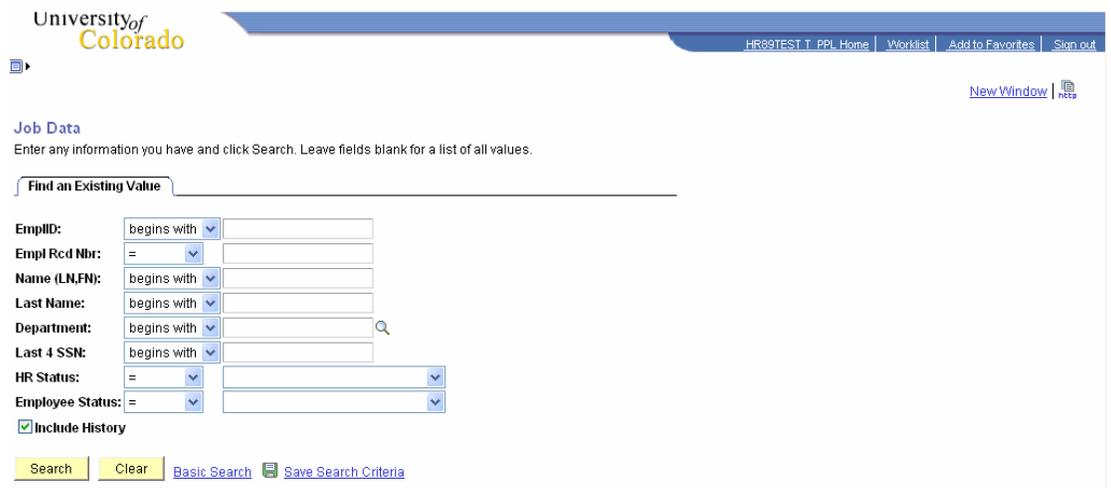
1. Navigate to Job Information

- Workforce Administration
- Job Information
- Job Data



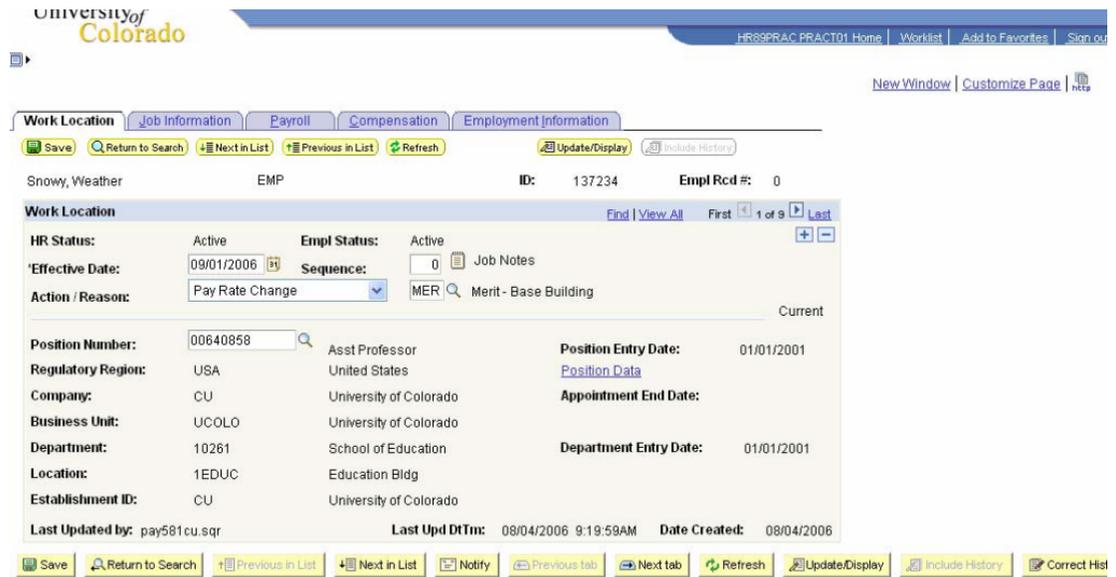
2. Job Data search page displays

- Enter EmplID number of faculty member going on **Fall Semester** leave without pay.
- 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



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HRSPRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | 

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

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

Snowy, Weather EMP ID: 137234 Empl Rcd #: 0

Work Location Find | View All First 1 of 9 Last

HR Status: Active Empl Status: Active

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

Action / Reason: Pay Rate Change MER Merit - Base Building

Current

Position Number: 00640858 Asst Professor Position Entry Date: 01/01/2001

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: 01/01/2001

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

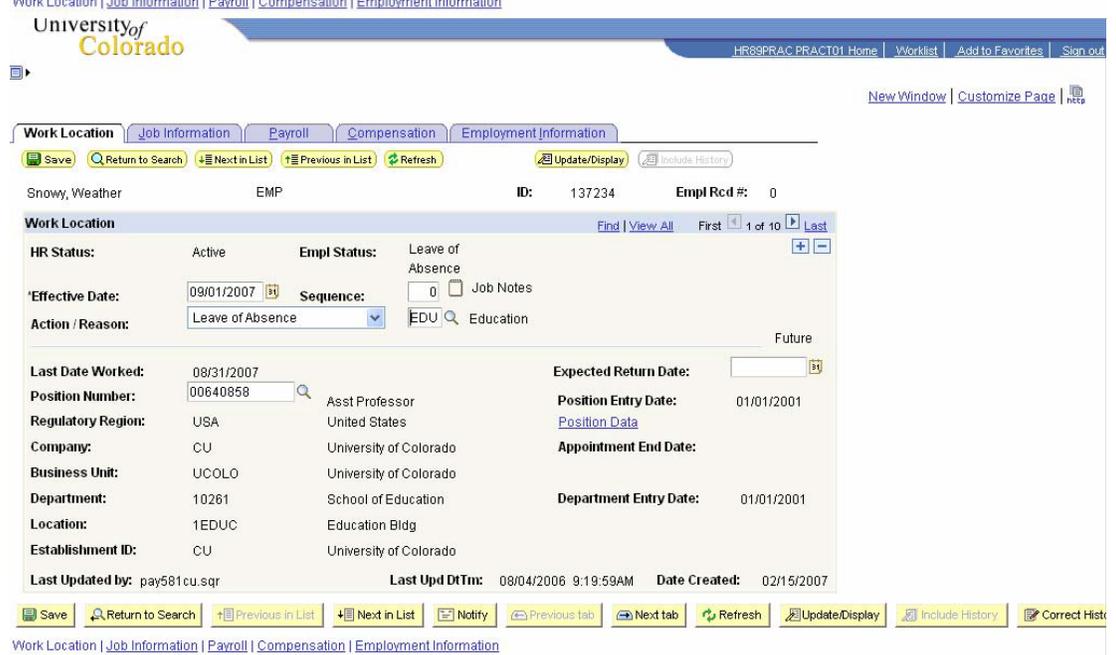
Last Updated by: pay581 cu.sqr Last Upd DtTm: 08/04/2006 9:19:59AM Date Created: 08/04/2006

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct Hist

4. New Row displays

Enter effective date of the leave. Date must be less than or equal to 9/1/XX on both the **Work Location** and **Contract Pay** pages

- Enter Action of Leave of Absence and appropriate Reason from look up list
- Expected Return Date defaults from Action/Reason and may be entered



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New Window | Customize Page | 

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

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

Snowy, Weather EMP ID: 137234 Empl Rcd #: 0

Work Location Find | View All First 1 of 10 Last

HR Status: Active Empl Status: Leave of Absence

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

Action / Reason: Leave of Absence EDU Education

Future

Last Date Worked: 08/31/2007 Expected Return Date:

Position Number: 00640858 Asst Professor Position Entry Date: 01/01/2001

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: 01/01/2001

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: pay581 cu.sqr Last Upd DtTm: 08/04/2006 9:19:59AM Date Created: 02/15/2007

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct Hist

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

5. Enter Job Notes regarding the LOA/LWOP

- Click 
- Job Data Notepad displays
- Click Add a New Note to include comments
- Return to job data page [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 Recd, Job Effective Date and Job Effective Sequence. New notes can be added, and existing notes can be viewed and/or updated.

Selection Criteria

ID: 137234 Snowy, Weather Search

Empl Recd#: 0

Eff Date: 2007-09-01

Sequence: 0

Earliest Note Date: End:

Add a New Note **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](#)

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

Snowy, Weather EMP ID: 137234 Empl Recd #: 0

Work Location [Find](#) | [View All](#) First 1 of 10 [Last](#)

HR Status: Active **Empl Status:** Leave of Absence + -

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

Action / Reason: Leave of Absence EDU Education Future

Last Date Worked: 08/31/2007 **Expected Return Date:**

Position Number: 00640858 Asst Professor **Position Entry Date:** 01/01/2001

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

Company: CU University of Colorado **Appointment End Date:**

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education **Department Entry Date:** 01/01/2001

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: pay581cu.sqr **Last Upd DTTm:** 08/04/2006 9:19:59AM **Date Created:** 02/15/2007

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display Include History Correct Hist

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

7. Compensation page displays

- Verify Compensation Frequency = 'C'
- Enter Rate Code & total Comp Rate amount in Pay Components section & then

Calculate Compensation

Faculty member will **NOT** be paid because of LOA action. This, however, will properly record his/her academic year salary.

- Note: This information may already be displayed because of the salary upload. In that case, only the Leave of Absence row of data on Work Location page needs to be entered.

- Click **Contract Pay**

8. Contract Pay page displays

- Page may already have data due to salary upload process
- If not, insert a row and enter effective date equal to 1st day of contract period. Fall and Academic Year appointment date will always be 9/01/XX
- Enter correct Contract Pay Type
- Other fields will default
- Click **OK**

9. System returns to Compensation page

- Review and **Save**

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New Window | Customize Page |

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

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

Snowy, Weather EMP ID: 137234 Empl Rcd #: 0

Compensation Find | View All | First | 1 of 10 | Last

Effective Date: 09/01/2007 Sequence: 0 Job Notes Appr Status: Proposed 02/15/2007
 Action / Reason: LOA Education Appr Reject: Future

Compensation Summary

Base Compensation Rate: 70,710.000000 *Frequency: Contract Contract Pay
 Total Compensation Rate: 70,710.000000

Salary Administration Plan: 110 Grade: 000 Standard Hours: 40.00
 Job Code: 1103 Asst 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
Rate	70,710.000000 USD	5,892.500000 USD		33.995192 USD

Pay Components Customize | Find | First | 1 of 1 | Last

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEC	0	70,710.000000	USD	C

Calculate Compensation

10. Process to return employee from Fall Semester LOA, leave of absence without pay

- Calculate total salary employee is to receive for spring semester
- Normally, this is 1/2 of his/her academic year salary for a one semester leave without pay
- Data may be entered at the same time LOA is set up or later, closer to the employee's return date
- On Work Location page click to insert a row

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HRSPRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

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

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct Hi

Snowy, Weather EMP ID: 137234 Empl Rcd #: 0

Work Location Find | View All | First | 1 of 10 | Last

HR Status: Active Empl Status: Leave of Absence
 Effective Date: 09/01/2007 Sequence: 0 Job Notes
 Action / Reason: Leave of Absence Education

Last Date Worked: 08/31/2007 Expected Return Date:
 Position Number: 00640858 Asst Professor Position Entry Date: 01/01/2001
 Regulatory Region: USA United States
 Company: CU University of Colorado Appointment End Date:
 Business Unit: UCULO University of Colorado
 Department: 10261 School of Education Department Entry Date: 01/01/2001
 Location: 1EDUC Education Bldg
 Establishment ID: CU University of Colorado

Last Updated by: pay581cu.sqr Last Upd DTm: 08/04/2006 9:19:59AM Date Created: 02/15/2007

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct Hi

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

11. New row displays

- Effective date will be the 1st day employee is back at work
- Enter Action of Return from Leave and Reason RFL
- Review and **Save**

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New Window | Customize Page |

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

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

Snowy, Weather EMP ID: 137234 Empl Rcd #: 0

Work Location Find | View All First 1 of 11 Last

HR Status: Active Empl Status: Active Calculate Status and Date! + -

Effective Date: 01/01/2008 Sequence: j Job Notes

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

Position Number: 00640858 Asst Professor Position Entry Date: 01/01/2001

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: 01/01/2001

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: pay581cu.sqr Last Upd D/Tm: 08/04/2006 9:19:59AM Date Created: 02/15/2007

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