8.9 HRMS Step by Step Guide
Short Work Break-Enter – Workforce Administration Module

Overview: This guide provides instruction for placing an employee on Short Work Break (SWB). It is the department’s responsibility to place an employee’s job record on SWB.

HRMS terminates all job records that have expired appointment end dates & no action by the department to keep the job record active WITH THESE EXCEPTIONS:

Hourly Employees: All hourly employees, for example, students and temporary classified staff. These employees will remain in the system for 120 days after appointment end date to allow departments time between spring and fall semesters to re-appoint their student employees without entering a rehire row.

Contract Pay Employees in 1100-1105 job code series will not be terminated if contract type is Academic (9 Pay 9 or 9 Pay 12), Fall, or Spring. For all other contract pay employees, effective date of the termination will be one day after payment end date on contract pay page.

For more information, See Auto-Termination

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 one or more of the search fields
- Click Search

3. Work Location page displays

- Click + to insert a row

4. New Row displays

- Effective date defaults to current date. Enter date SWB begins (normally the date immediately following the Appointment End Date)
- For Contract Employees, effective date equals one day after payment end date on contract pay page
- Choose Action of Short Work Break and Reason SWB
5. Enter Job Notes for any appropriate comments regarding the SWB

☐ Click  Job Data Notepad displays
☐ Click  Add a New Note to include comments
☐ Return to Work Location page by clicking Job Data Page

6. Review and Save

Short Work Break (SWB)-Enter complete