8.9 HRMS Step by Step Guide
Spring Semester LOA (LWOP) Contract - Workforce Administration Module
9 Pay 9 and 9 Pay 12

Overview: This guide provides steps to use for setting up contract pay faculty for Spring 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 or **must be entered *after* payroll is run for the applicable 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.

9 Pay 9

1. Navigate to Job Data

☐ Workforce Administration
☐ Job Information
☐ Job Data
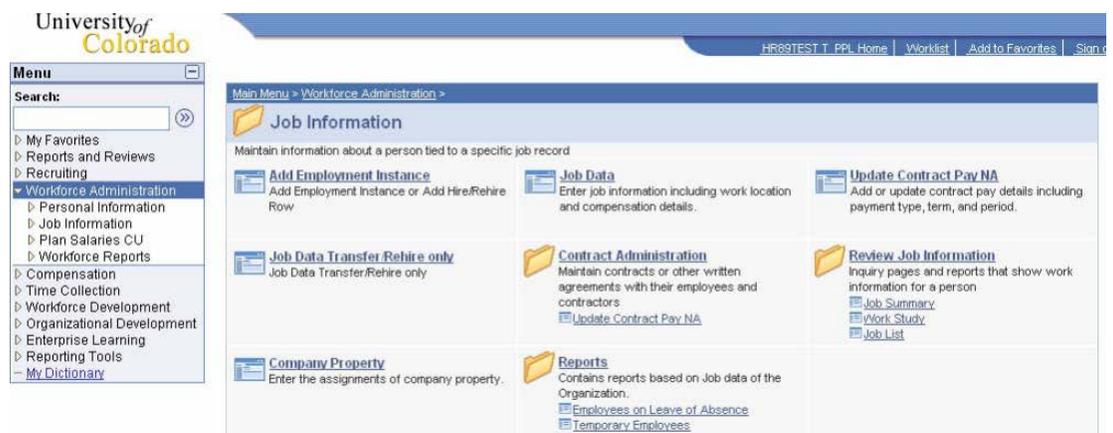
2. Job Data search page displays

☐ Enter EmplID number of faculty member going on **Spring Semester** leave without pay.
☐ Use the faculty member's primary academic year appointment. (Usually the zero record.)
☐ Click [Search]
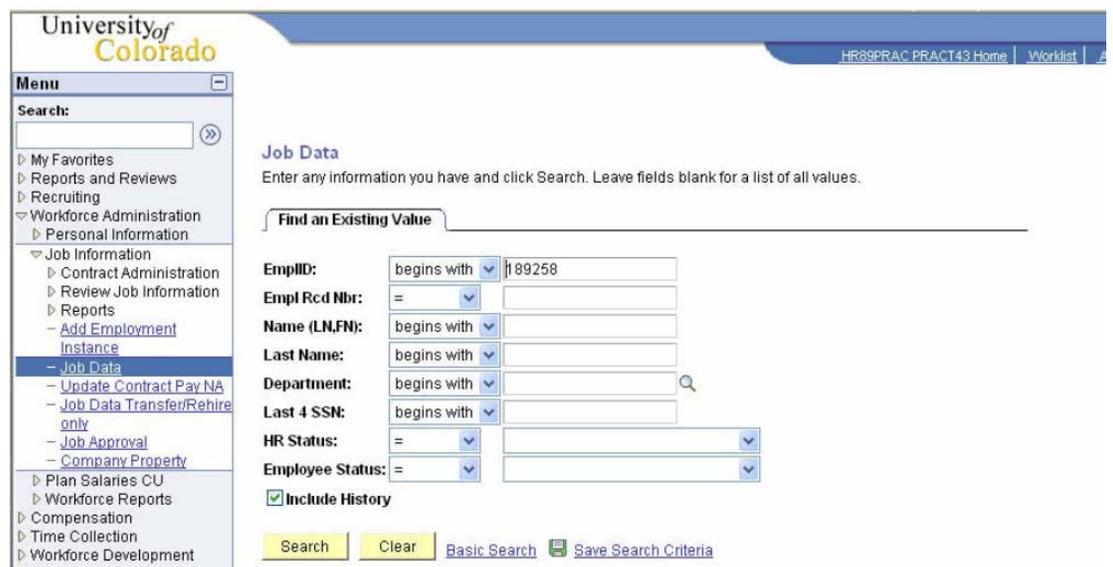
3. Work Location page displays

☐ Click ➕ to insert a row

Work Location	Job Information	Payroll	Compensation	Employment Information

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

Sense, Less   EMP   ID: 189258   Empl Rcd #: 0

Work Location   Find | View All   First ◀ 1 of 2 ▶ Last   ➕ ➖

HR Status:	Active	Empl Status:	Active
*Effective Date:	09/01/2007	Sequence:	0 ☐ Job Notes
Action / Reason:	Hire	HIR 🔍 New Hire	

Future

Position Number:	00647770 🔍	Professor	Position Entry Date: 09/01/2007
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: 09/01/2007
Location:	1EDUC	Education Bldg	
Establishment ID:	CU	University of Colorado	

Last Updated by: PRACT01   PRACT01   Last Upd DtTm: 02/20/2007 12:41:21PM   Date Created: 02/22/2007

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

4. New Row displays

Enter effective date of the leave. Date must be equal to first day of a pay period

☐ Enter Action of Pay Rate Change and Reason of Contract Pay Adjustment (CRG)

Work Location	Job Information	Payroll	Compensation	Employment Information

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

Sense, Less   EMP   ID: 189258   Empl Rcd #: 0

Work Location   Find | View All   First ◀ 1 of 3 ▶ Last   ➕ ➖

HR Status:	Active	Empl Status:	Active
*Effective Date:	01/01/2008	Sequence:	0 ☐ Job Notes
Action / Reason:	Pay Rate Change	CRG 🔍 Contract Pay Adjustment	

Future

Position Number:	00647770 🔍	Professor	Position Entry Date: 01/01/2008
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: 01/01/2008
Location:	1EDUC	Education Bldg	
Establishment ID:	CU	University of Colorado	

Last Updated by: PRACT01   PRACT01   Last Upd DtTm: 02/20/2007 12:41:21PM   Date Created: 02/23/2007

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

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]

Job Data Notepad

▷ **Instructions**

▽ **Selection Criteria**

*ID:	189258	Sense, Less
*Empl Rcd#:	0	
*Eff Date:	2007-12-24	
*Sequence:	0	
Earliest Note Date		End

[Search]

[Add a New Note]   **Return To:**   [Job Data Page]

There are no existing notes for the specified search criteria.

Return To: [Job Data Page]

6. Work Location page re-displays

☐ Click Compensation page

University *of* Colorado

New Window | Customize Page | http

| 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:	Active	Calculate Status and Dates ➕ ➖
*Effective Date:	01/01/2008 📅	Sequence:	0 🗒 Job Notes	
Action / Reason:	Pay Rate Change ▾		CRG 🔍 Contract Pay Adjustment	
				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:	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   ✉ Notify   ⬅ Previous tab   ➡ Next tab   🔄 Refresh   📄 Update/Display   📄 Include History   📝 Correct History

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

7. Compensation page displays

☐ Verify Compensation Frequency = 'C'

☐ Calculate new total compensation amount based on employee's leave date

☐ Example: employee's academic year salary is $70,710. Divide AY salary by 2 and enter in Comp Rate field. This is the new total contract amount

☐ Click

Calculate Compensation

☐ Click **Contract Pay**

8. 9 Pay 9 Contract Pay page displays

☐ Page may already have data
☐ Insert a row and enter effective date equal to 1st day of contract period.
☐ Enter Contract Pay Type of pay over 9 months
☐ Payment Term defaults to Pay Over Contract
☐ Override Contract Begin and End Dates
☐ Begin Date will be 9/1/XX
☐ End Date will be **last day of pay period for which you're entering the change**
☐ Click **OK**

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: | 01/01/2008 | Sequence: | 0 | | Job Notes | Appr Status | Proposed | 02/15/2007 |

Action / Reason: Pay Rt Chg   Contract Pay Adjustment   Appr/Reject

Future

Compensation Summary
Base Compensation Rate: 70,710.000000   'Frequency: C 🔍 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   70,710.000000 USD   Daily   USD
Monthly   5,892.500000 USD   Hourly   33.995192 USD

Pay Components   Customize | Find | 🔡   First ◄ 1 of 1 ► Last
Amounts

	*Rate Code	Seq	Comp Rate	Currency	Frequency		
1	BASEC 🔍	0	35,355.000000	USD	C	➕	➖

Calculate Compensation

🖫 Save | 🔍 Return to Search | 🗐 Notify | ⧉ Previous tab | ⧉ Next tab | 🔄 Refresh | 🗐 Update/Display | Include History | 📝 Correct History

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Contract Pay

Contract Information   Find | View All   First ◄ 1 of 1 ► Last   ➕ ➖

'Effective Date: 01/01/2008

Contract Pay Type: Faculty AY Pay Over 9 Months ▾   View Contract Actuals

'Payment Term: Pay Over Contract ▾

'Contract Begin Date: 09/01/2007   'Contract End Date: 01/31/2008

Payment Begin Date: 09/01/2007   Payment End Date: 01/31/2008

Actual Start Date: 09/01/2007   Actual Contract End Date: 01/31/2008

OK   Cancel   Refresh

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9. System returns to Compensation page

☐ Review and *Save*

☐ Contract has been adjusted to cover only the period employee has actually worked

☐ Leave of Absence must still be recorded

10. Leave of Absence Without Pay row cannot be entered until payroll has been processed for the month in which employee is receiving his/her final pay

☐ Example: payroll processes on January 22. **Leave Without Pay row may be entered anytime after January 23 but not before. A future dated row, entered prior to monthly payroll processing, will not prevent the employee from being paid in full for that month**

9 Pay 12

1. System cannot automatically calculate employee's pay correctly for 9 pay 12 contracts when on LOA (LWOP)

☐ Employee Services (ES) will <u>manually correct</u> the employee's pay during payroll processing in January

2. If 9 pay 12 employee on Spring Semester Leave chooses to be paid June, July, and August accruals:

☐ Enter Spring LOA as soon as possible

☐ Insert row on Work Location page

☐ Enter effective date of when the leave is to begin (normally 1st day of spring semester)

☐ Enter Action of Leave of Absence and appropriate Reason

☐ Enter job notes about the leave

3. Change no information on any other page for this effective date

- ☐ ES will assume employee should receive ½ AY salary unless otherwise stated in job notes
- ☐ Accrual amount to be paid over June, July and August will be deducted from January paycheck
- ☐ Review and *Save*

4. If 9 pay 12 employee on leave Spring Semester chooses to be paid summer salary in January:

- ☐ Use *Termination of 9 Pay 12* step-by-step
- ☐ Choose Action Leave of Absence instead of Termination

5. Process to return 9 pay 12 employee from Spring Semester LOA, leave of absence without pay

- ☐ Insert row and enter effective date of 06/01/XX
- ☐ Enter Action of Return from Leave and Reason RFL
- ☐ Return from Leave data may be set up at the same time as LOA or later, closer to the employee's return date
- ☐ Review and *Save*

Spring Semester LOA (LWOP) Contract complete