CU 8.9 HRMS Step by Step Guide
Fall or Spring Semester Sabbatical or LWP Contract - Workforce Administration Module

Overview: This guide provides steps for setting up standard one-semester full pay sabbatical. It is possible to set up two separate Fall and Spring contracts at the same time, but the decision to do so must be made prior to the start of the Fall Semester. Use SBS for setting up Fall and Spring contract appointments. Two separate appointments cannot be set up if the faculty member is a 9 pay 12.
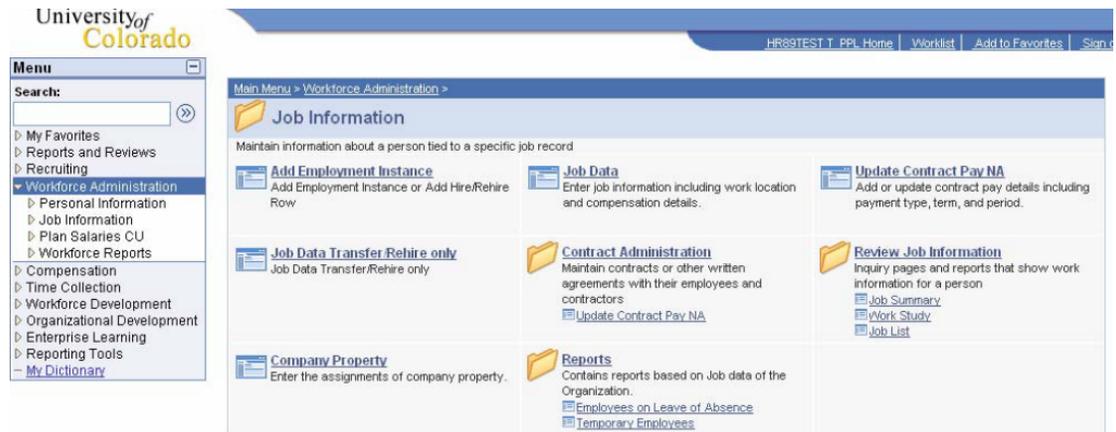
Sabbaticals and other Leaves With Pay (LWP) are not part of the faculty salary upload process.

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.
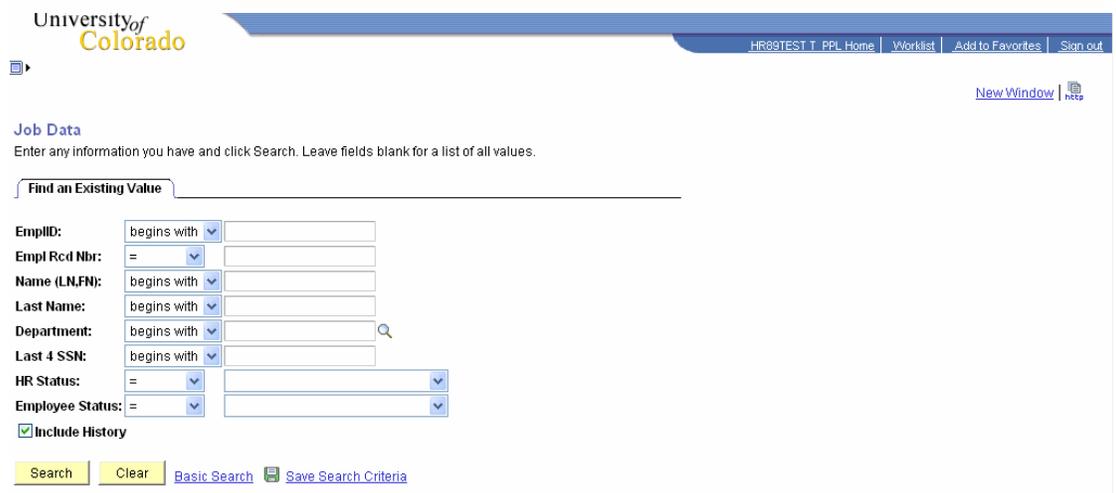
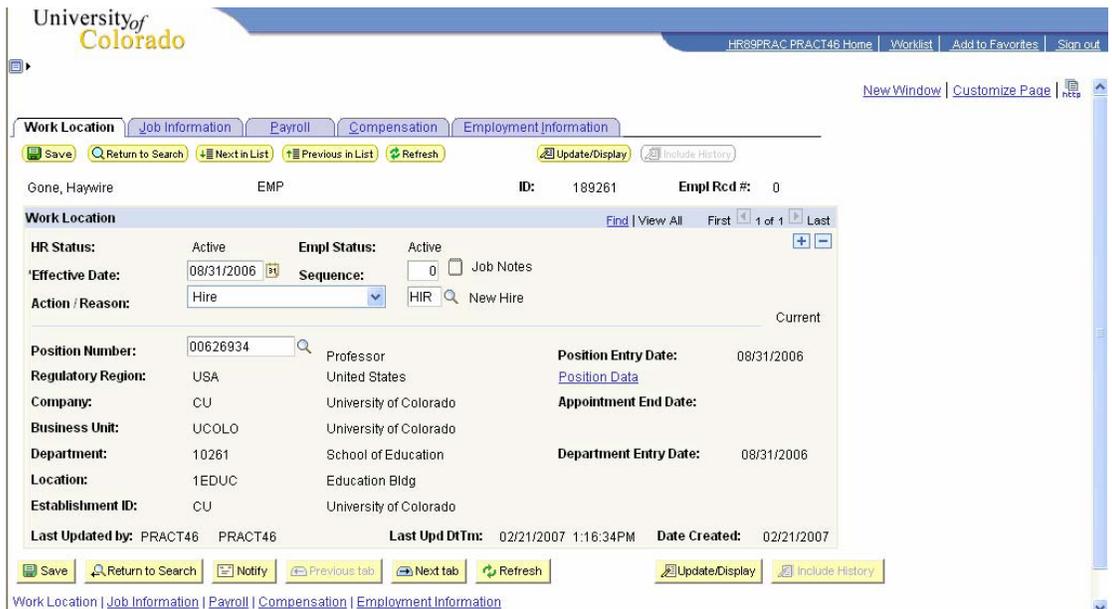|	
1. Navigate to Job Information ƒ Workforce Administration ƒ Job Information ƒ Job Data	
2. Job Data search page displays ƒ Enter EmplID number of faculty member going on **Fall or Spring Semester** leave with pay. ƒ Use the faculty member's primary academic year appointment. (Usually the zero record.) ƒ Click Search	

3. Work Location page displays

ƒ Click ➕ to insert a row

4. New Row displays

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

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

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HR89PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

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

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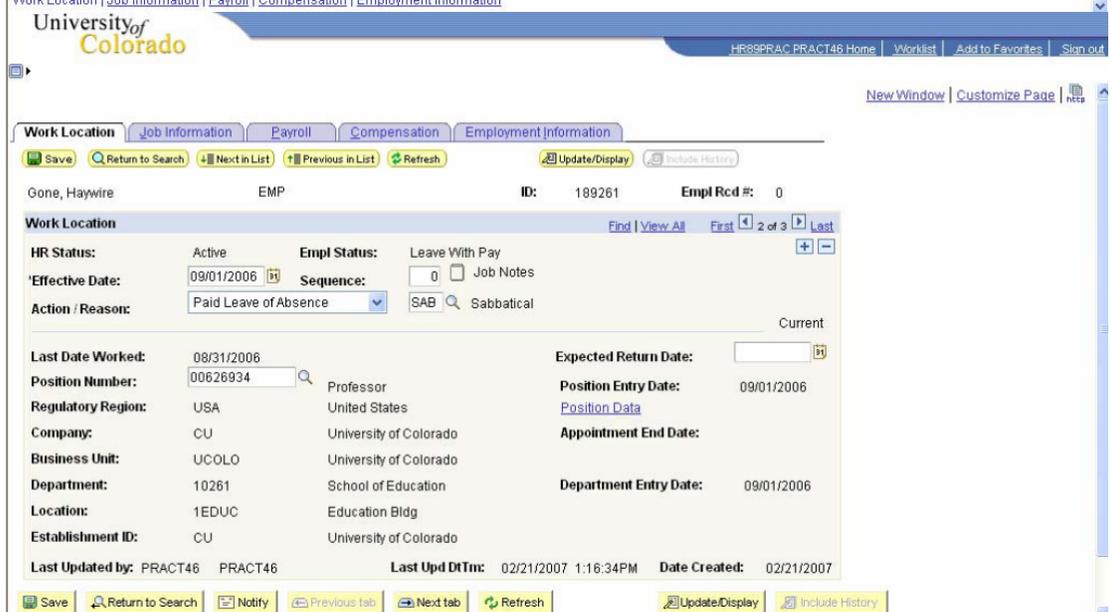
Save | Return to Search | Notify | Previous tab | Next tab | Refresh   Update/Display | Include History

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

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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

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: UCOLO   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

5. Enter Job Notes regarding the Sabbatical/LWP
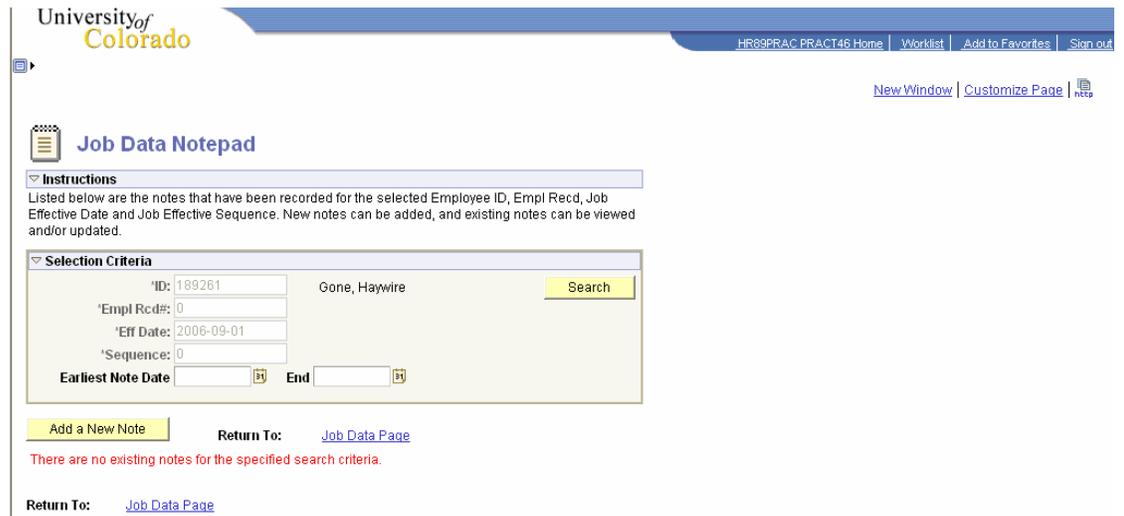
ƒ Click [icon]
ƒ Job Data Notepad displays
ƒ Click

Add a New Note

to include comments
ƒ Return to job data page **Job Data Page**

6. Work Location page re-displays

ƒ Click Compensation page

7. Compensation page displays

ƒ Verify Compensation Frequency = 'C'

ƒ Enter AY, Fall or Spring Semester comp rate amount in Pay Components section & then click
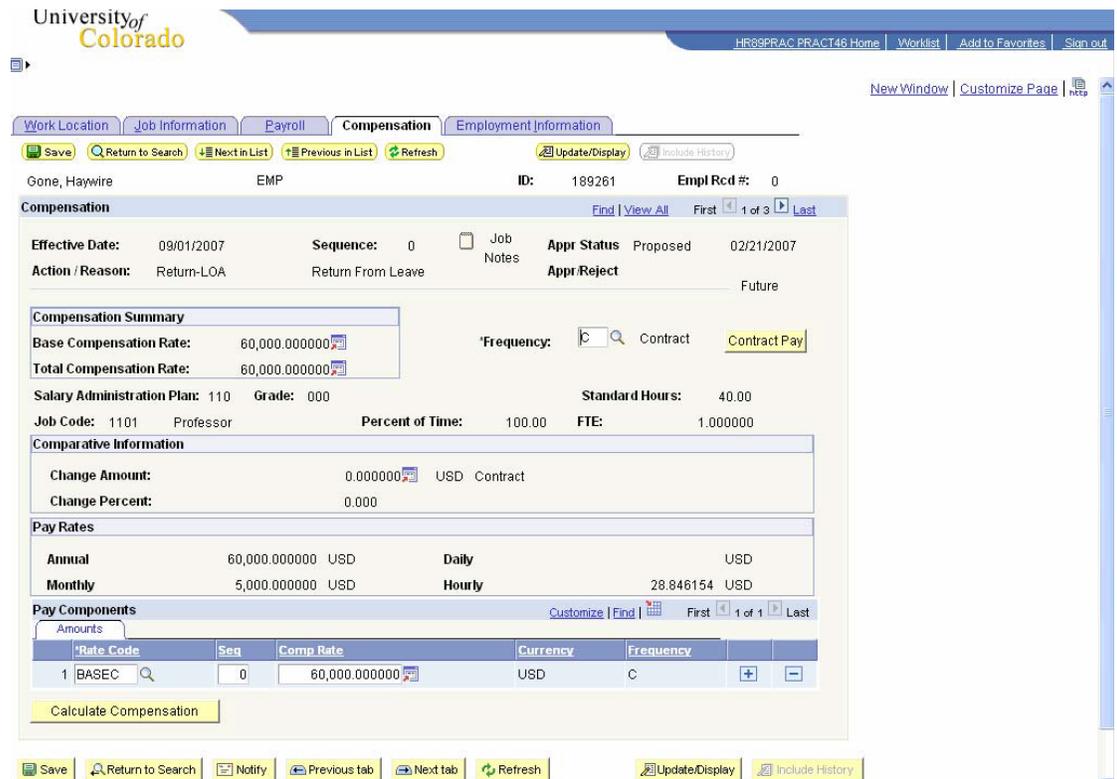
Calculate Compensation

ƒ Review & **Save**

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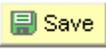
8. Process to return employee from sabbatical/LWP

ƒ Insert row on Work Location page with effective date of return

ƒ Action is Return from Leave and Reason is RFL

ƒ This row of data may be entered at the same time sabbatical/LWP is entered or later, closer to the employee's return date

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