

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.

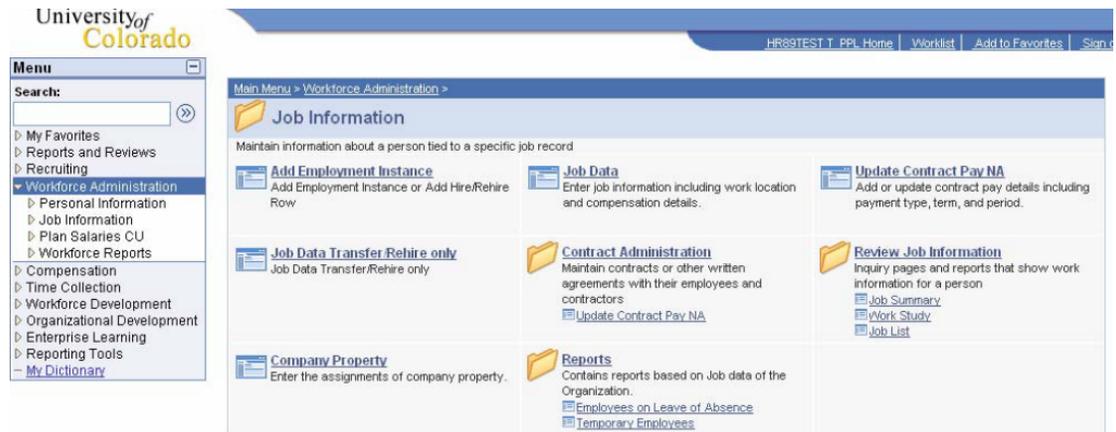
Sabbaticals and other Leaves With Pay (LWP) are not part of the faculty salary upload process.

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.

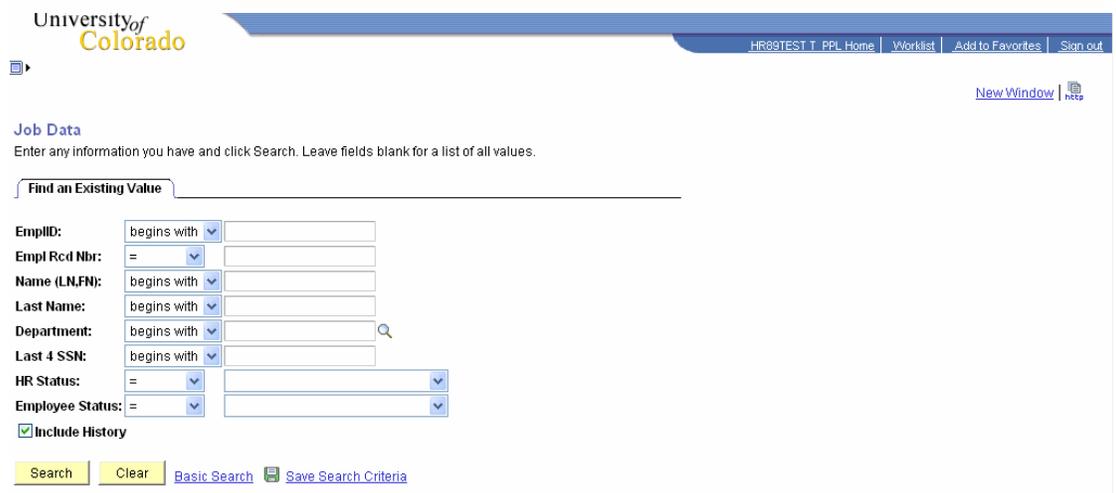
1. Navigate to Job Information

- f Workforce Administration
- f Job Information
- f Job Data



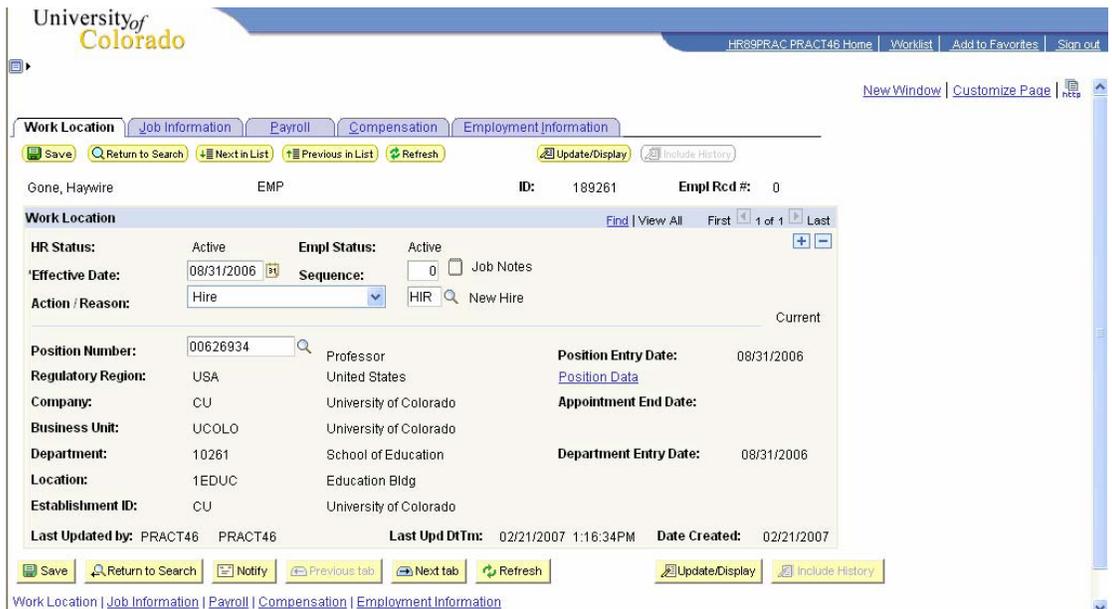
2. Job Data search page displays

- f Enter EmplID number of faculty member going on **Fall or Spring Semester** leave with pay.
- f Use the faculty member's primary academic year appointment. (Usually the zero record.)
- f Click Search



3. Work Location page displays

f Click  to insert a row



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HR89PRAC PRACT46 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

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: UCULO 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 DTm: 02/21/2007 1:16:34PM Date Created: 02/21/2007

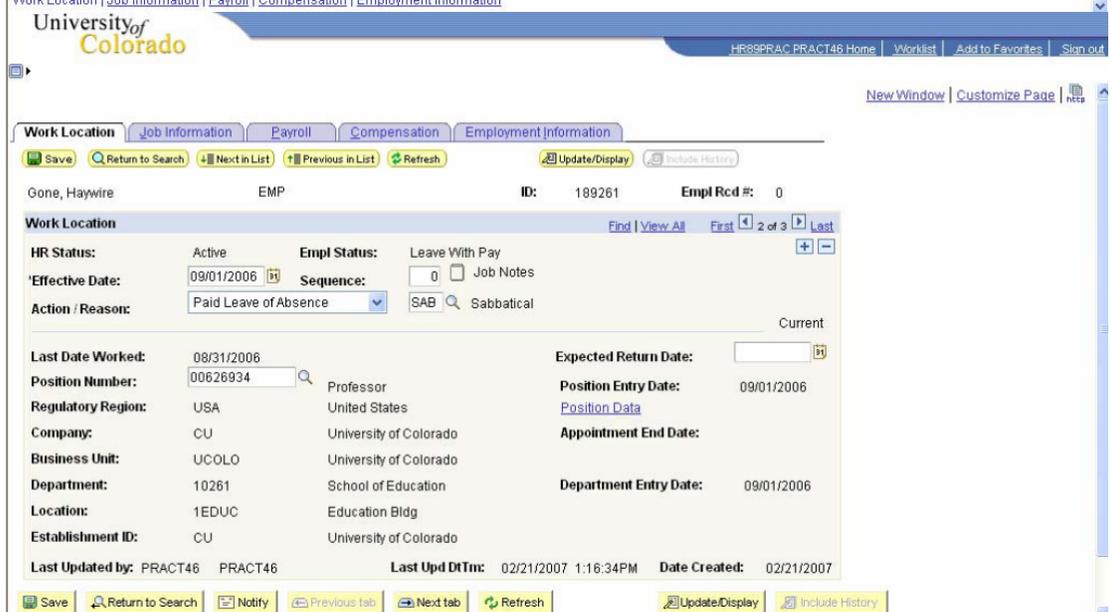
Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

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

4. New Row displays

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

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



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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

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: UCULO 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 DTm: 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

5. Enter Job Notes regarding the Sabbatical/LWP

f Click 

f Job Data Notepad displays

f Click

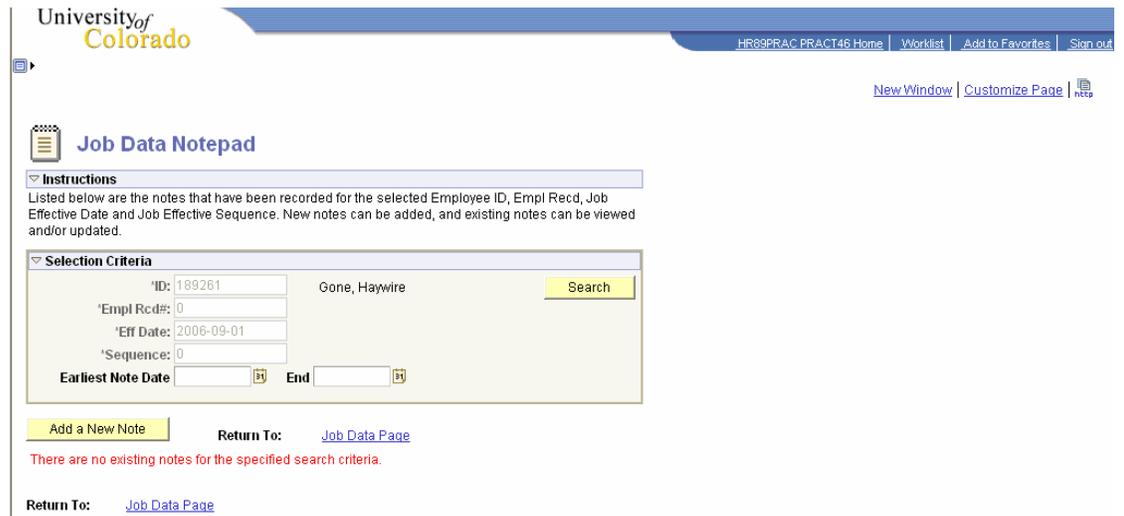
Add a New Note

to include comments

f Return to job data page [Job Data Page](#)

6. Work Location page re-displays

f 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 Rcd#, Job Effective Date and Job Effective Sequence. New notes can be added, and existing notes can be viewed and/or updated.

Selection Criteria

ID: 189261 Gone, Haywire **Search**

*Empl Rcd#: 0

*Eff Date: 2006-09-01

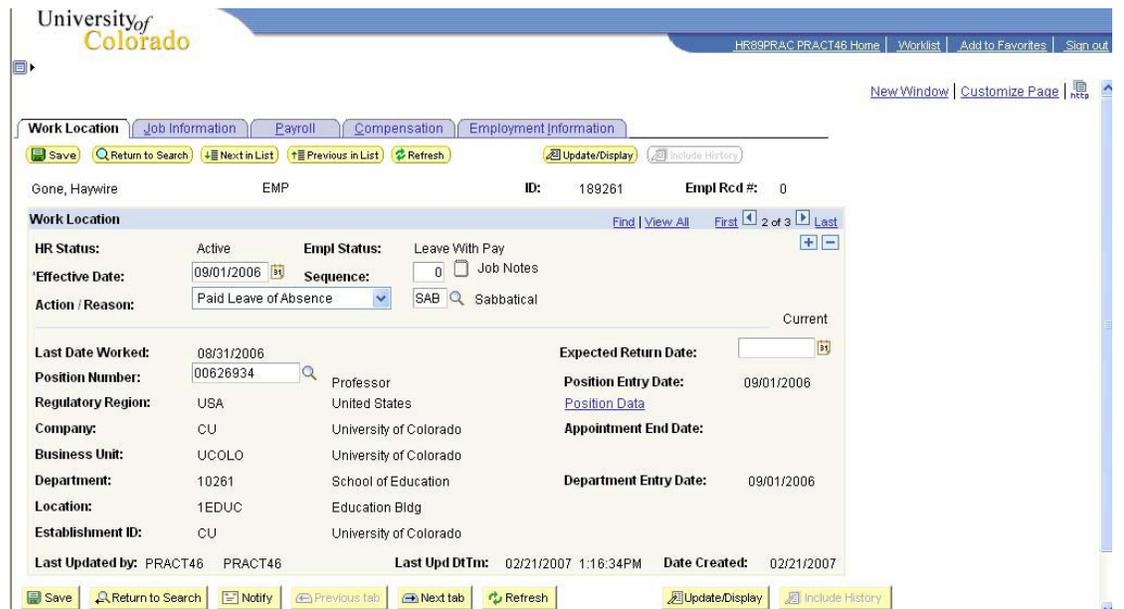
*Sequence: 0

Earliest Note Date: **BY** End: **BY**

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](#)

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Work Location [Find](#) | [View All](#) First 1 2 of 3 **Last**

HR Status: Active **Empl Status:** Leave With Pay [+](#) [-](#)

Effective Date: 09/01/2006 **BY** **Sequence:** 0 Job Notes

Action / Reason: Paid Leave of Absence SAB [S](#) Sabbatical

Current

Last Date Worked: 08/31/2006 **Expected Return Date:** **BY**

Position Number: 00626934 [Q](#) Professor **Position Entry Date:** 09/01/2006

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:** 09/01/2006

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT46 PRACT46 **Last Upd DTm:** 02/21/2007 1:16:34PM **Date Created:** 02/21/2007

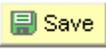
Save | [Return to Search](#) | **Notify** | [Previous tab](#) | [Next tab](#) | [Refresh](#) | [Update/Display](#) | [Include History](#)

7. Compensation page displays

f Verify Compensation Frequency = 'C'

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

Calculate Compensation

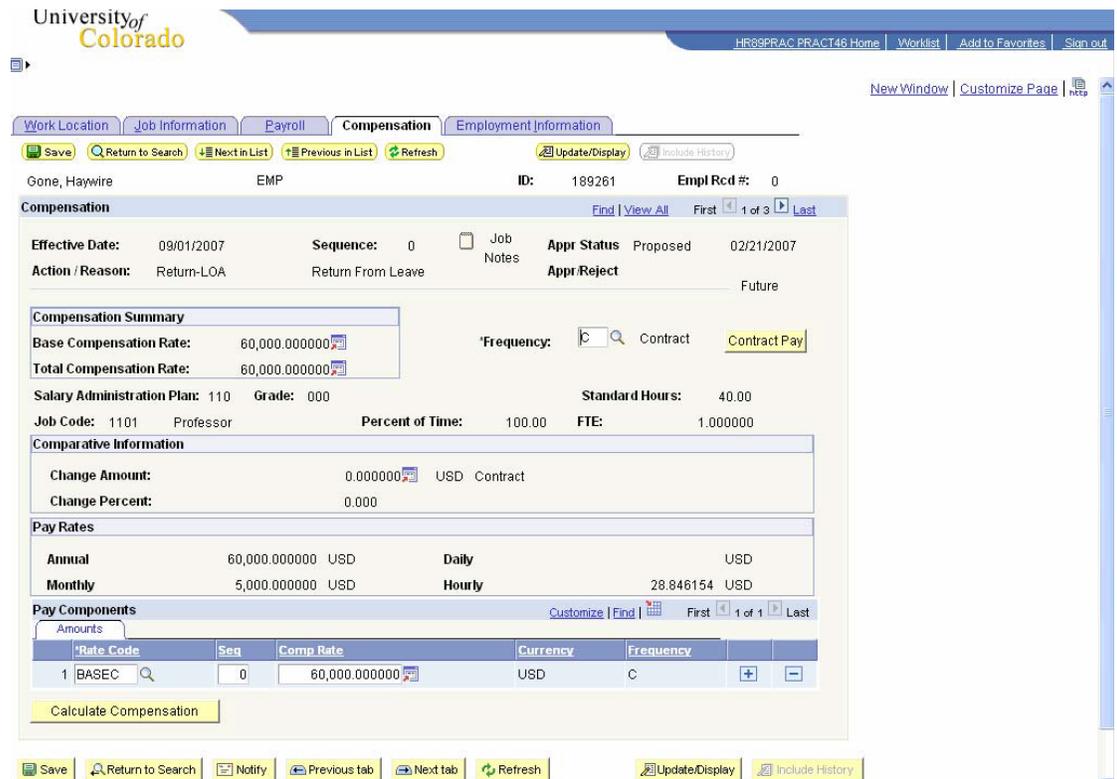
f Review & 

8. Process to return employee from sabbatical/LWP

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

f Action is Return from Leave and Reason is RFL

f 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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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

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Compensation Find | View All | First 1 of 3 | Last

Effective Date: 09/01/2007 Sequence: 0 Job Notes Appr Status: Proposed 02/21/2007
 Action / Reason: Return-LOA Return From Leave Appr Reject: Future

Compensation Summary

Base Compensation Rate: 60,000.000000 *Frequency: Contract Contract Pay
 Total Compensation Rate: 60,000.000000

Salary Administration Plan: 110 Grade: 000 Standard Hours: 40.00
 Job Code: 1101 Professor Percent of Time: 100.00 FTE: 1.000000

Comparative Information

Change Amount: 0.000000 USD Contract
 Change Percent: 0.000

Pay Rates

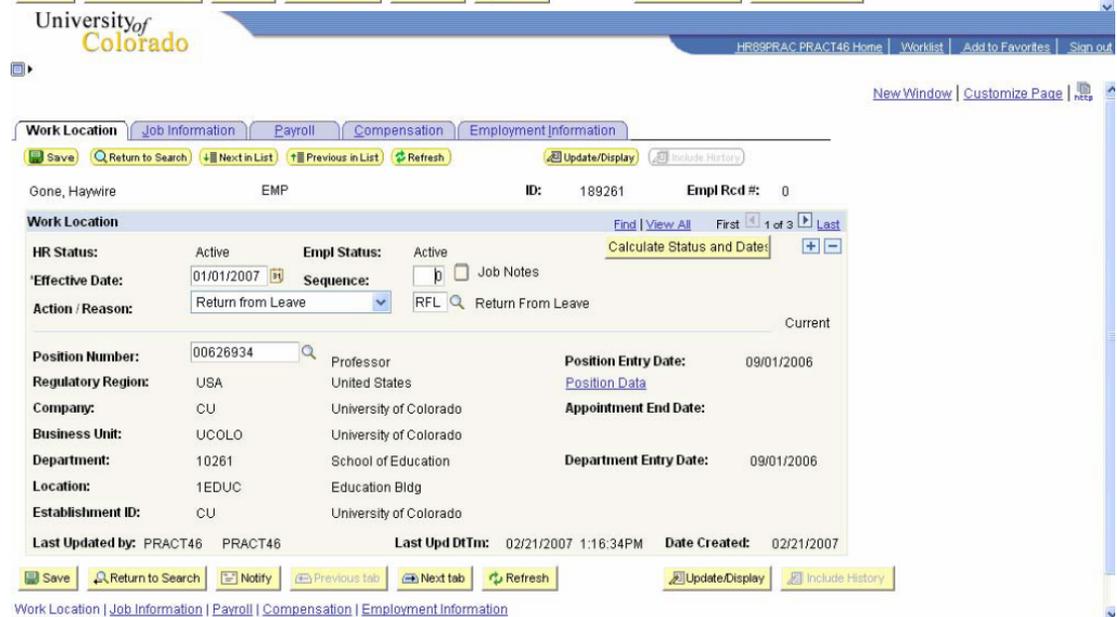
Annual	Monthly	Daily	Hourly
60,000.000000 USD	5,000.000000 USD	USD	28.846154 USD

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

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEC	0	60,000.000000	USD	C

Calculate Compensation

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



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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

Gone, Haywire EMP ID: 189261 Empl Rcd #: 0

Work Location Find | View All | First 1 of 3 | Last

HR Status: Active Empl Status: Active Calculate Status and Dates
 Effective Date: 01/01/2007 Sequence: Job Notes
 Action / Reason: Return from Leave RFL Return From Leave Current

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: UCOLORO 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 DTm: 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