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.

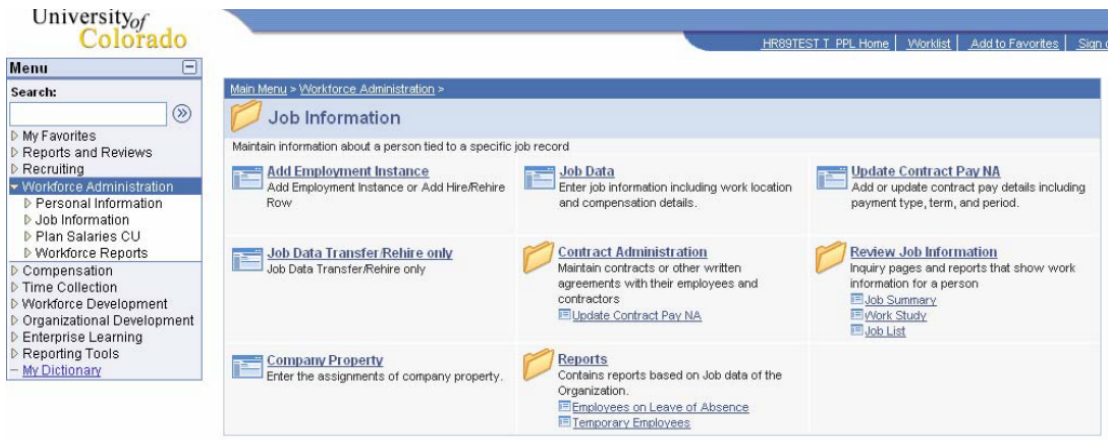
A contract employee cannot be put on Leave of Absence Without Pay (LOA) in the middle of a pay period. The effective date of the leave must be equal to the first day of the pay period. Likewise, the employee cannot be returned from LOA in the middle of a pay period.

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

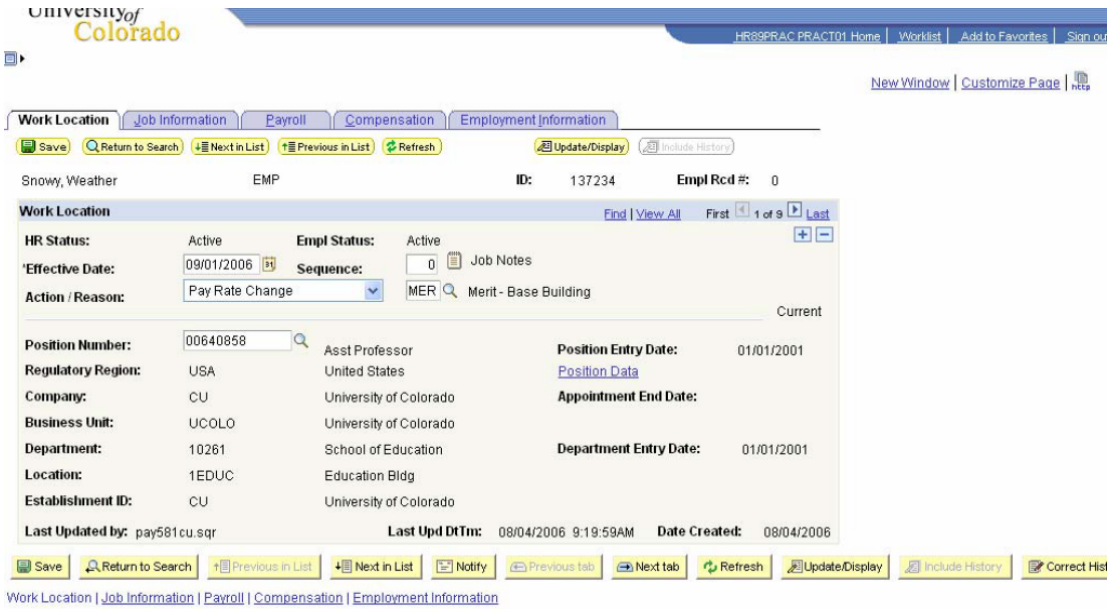


2. Job Data search page displays

- 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

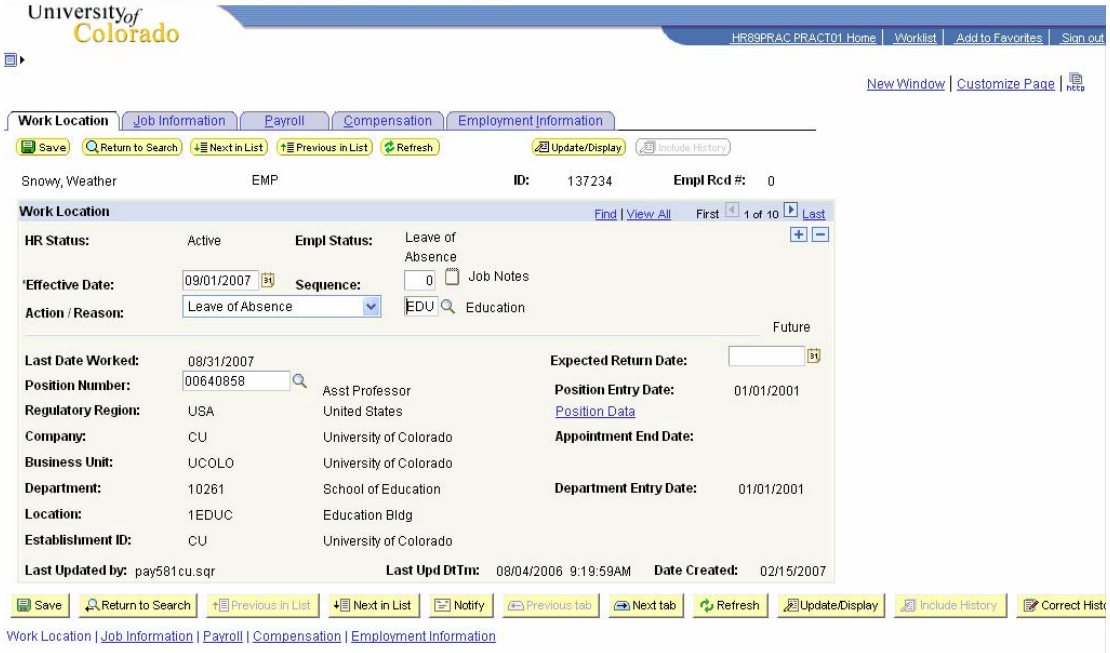
- Click ⊞ to insert a row



4. New Row displays

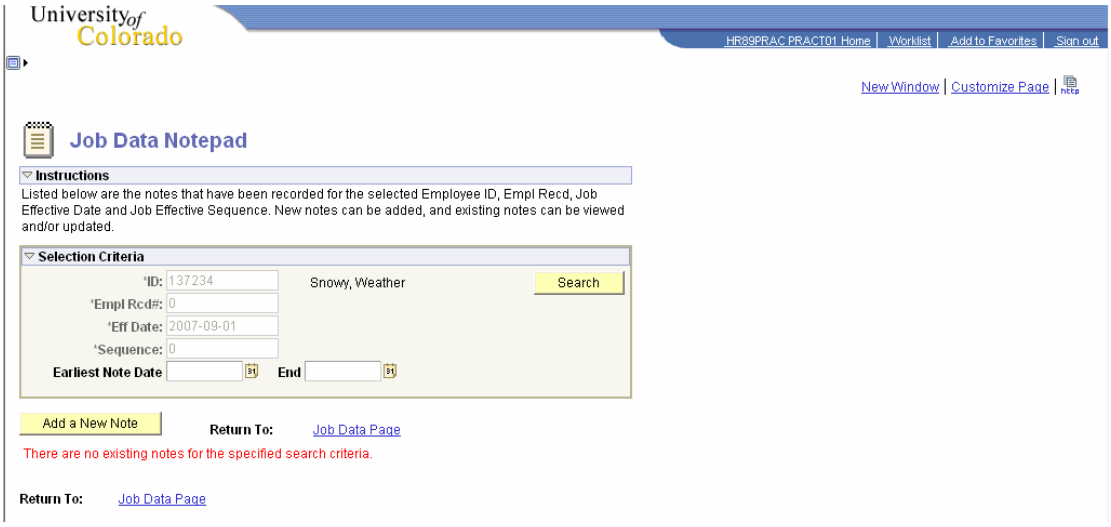
Enter effective date of the leave. Date must be less than or equal to 9/1/XX on both the **Work Location** and **Contract Pay** pages

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



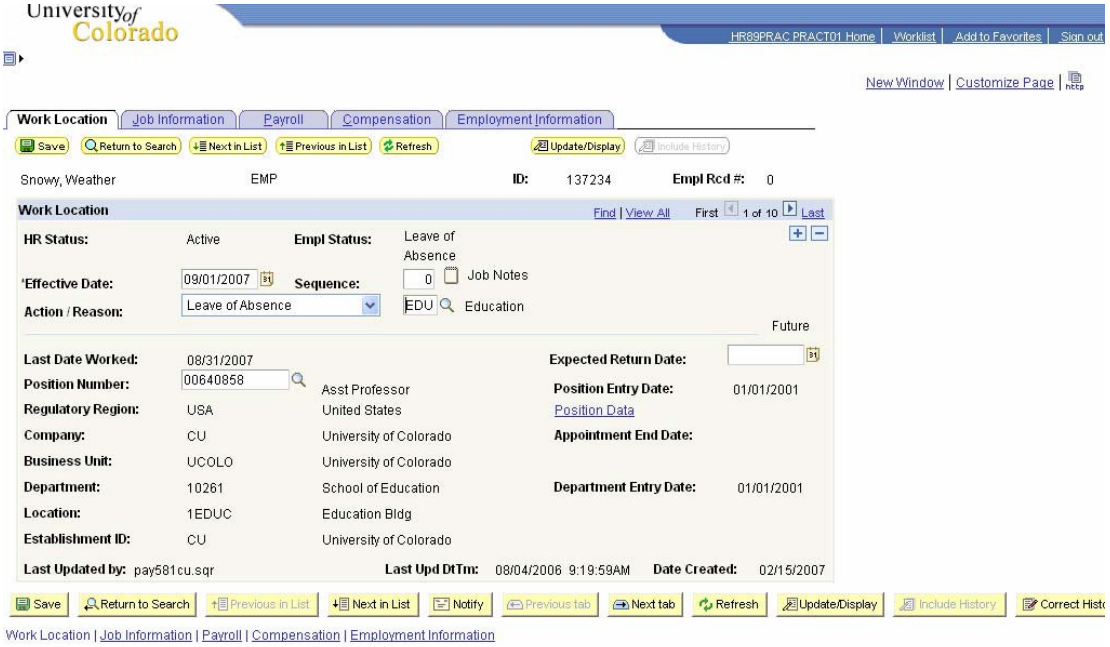
5. Enter Job Notes regarding the LOA/LWOP

- 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



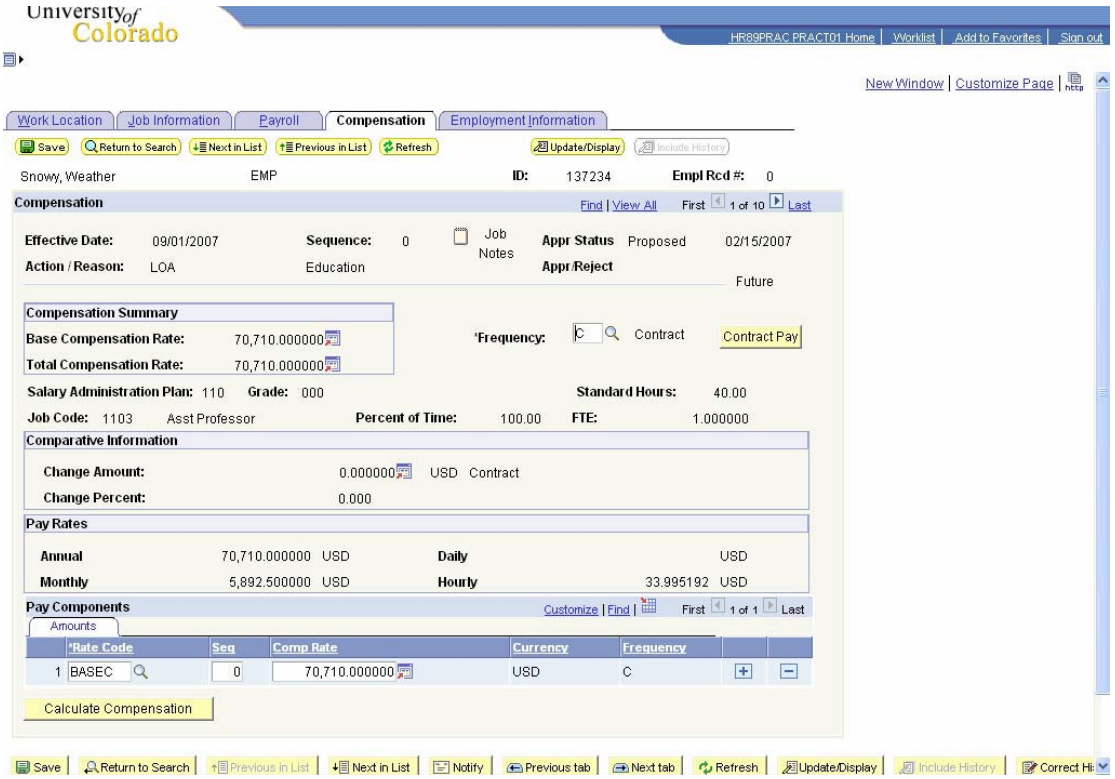
7. Compensation page displays

- 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.

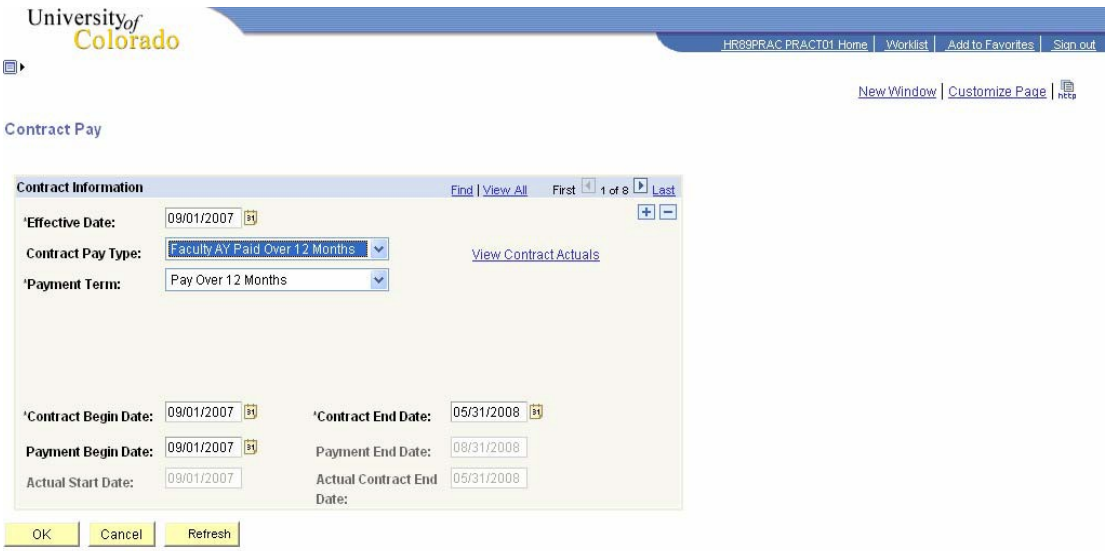
- Note: This information may already be displayed because of the salary upload. In that case, only the Leave of Absence row of data on Work Location page needs to be entered.
- Click Contract Pay



- Click Contract Pay

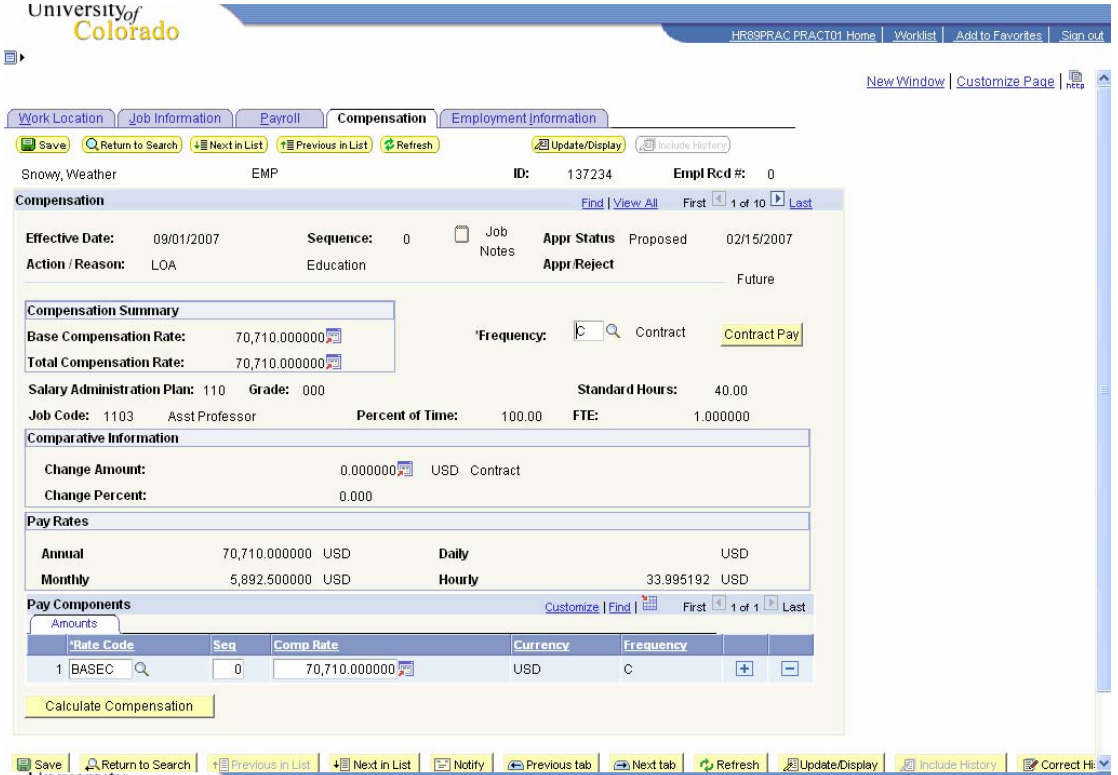
8. Contract Pay page displays

- 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



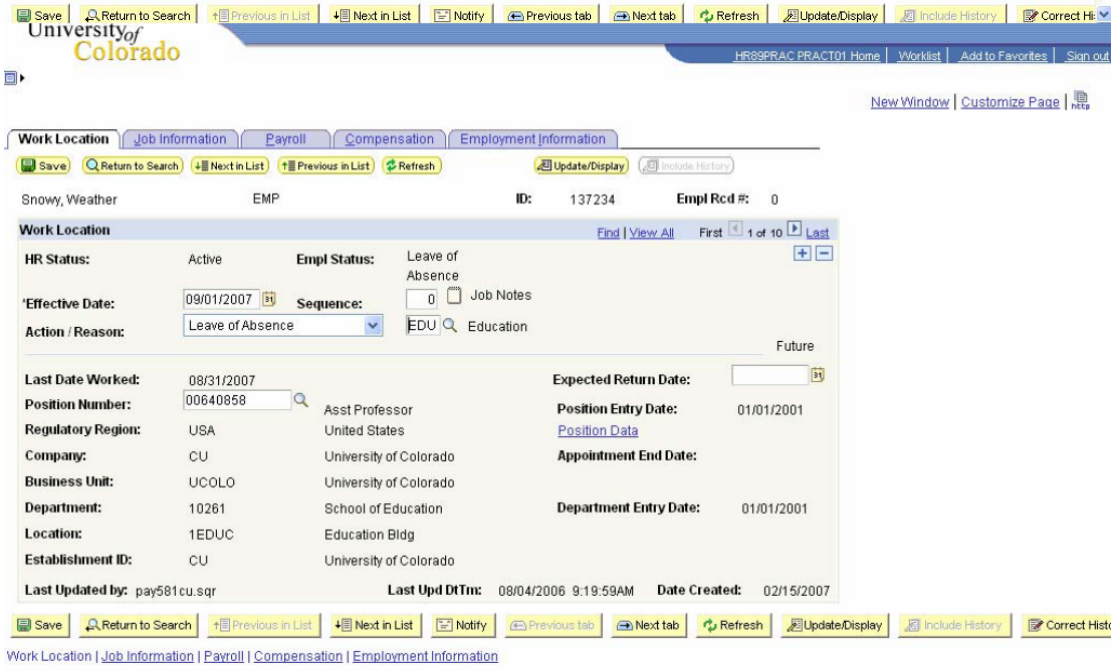
9. System returns to Compensation page

- ☐ Review and ***Save***



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 ½ 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



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**