

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.

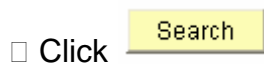
1. Navigate to Job Information

- Workforce Administration
- Job Information
- Job Data


The screenshot shows the University of Colorado HRMS interface. On the left is a navigation menu with the following items: My Favorites, Reports and Reviews, Recruiting, Workforce Administration (expanded), Personal Information, Job Information (selected), Contract Administration, Review Job Information, Reports, Add Employment Instance, Job Data, Update Contract Pay NA, Job Data Transfer/Rehire only, Company Property, Plan Salaries CU, Workforce Reports, Compensation, and Time Collection. The main content area is titled 'Job Information' and contains several functional links: 'Add Employment Instance' (Add Employment Instance or Add Hire/Rehire Row), 'Job Data' (Enter job information including work location and compensation details), 'Update Contract Pay NA' (Add or update contract pay details including payment type, term, and period), 'Job Data Transfer/Rehire only' (Job Data Transfer/Rehire only), 'Contract Administration' (Maintain contracts or other written agreements with their employees and contractors, with a sub-link for 'Update Contract Pay NA'), 'Review Job Information' (Inquiry pages and reports that show information for a person, with sub-links for 'Job Summary', 'Work Study', and 'Job List'), and 'Company Property' (Enter the assignments of company property.). There is also a 'Reports' section with sub-links for 'Employees on Leave of Absence' and 'Temporary Employees'.

2. Job Data search page displays

- Enter one or more of the search fields




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

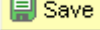
5. Enter Job Notes for any appropriate comments regarding the SWB

- 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 

Short Work Break (SWB)-Enter complete