

8.9 HRMS Step by Step Guide

Short Work Break-Return – Workforce Administration Module

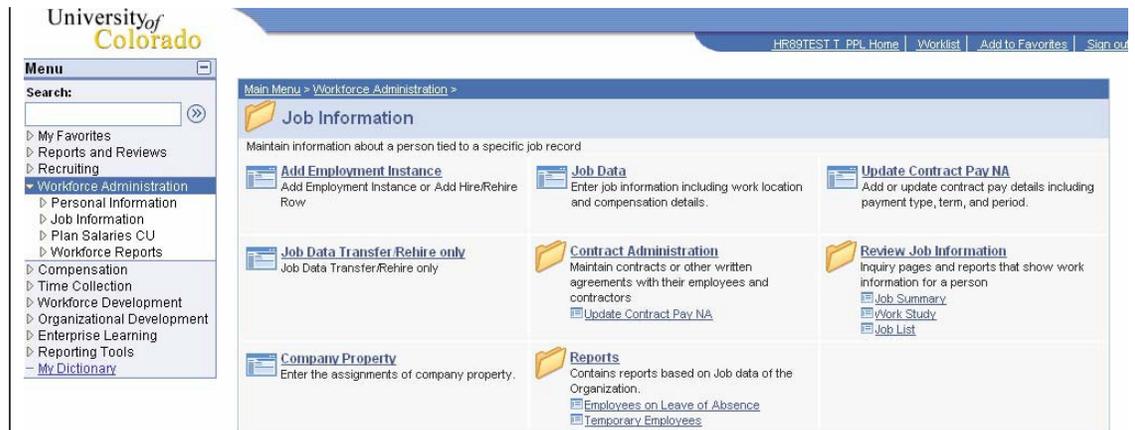
Overview: This guide provides steps for returning an employee from Short Work Break (SWB). If an employee’s job record has been placed on SWB, the action of “Return from Short Work Break” must be applied to change employee’s status back to ‘Active.’ When employee has been returned from SWB, row(s) may be inserted to change appointment end date, pay rate, etc. If the employee’s job record is to be terminated, it is not necessary to return the job from SWB before inserting the termination row.

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

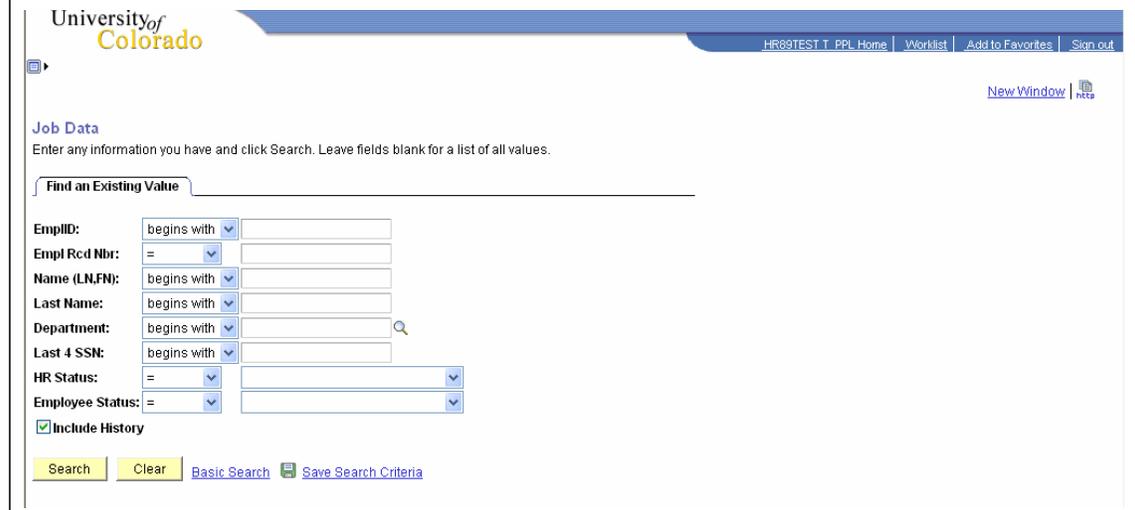
- Workforce Administration
- Job Information
- Job Data



2. Job Data search page displays

- Enter one or more of the search fields

Click 



3. Work Location page displays

- Click  to insert a row

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HR89TEST T PPL 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

Wigha, Meg EMP ID: 185066 Empl Rcd #: 0

Work Location Find | View All First 1 of 2 Last

HR Status: Active Empl Status: Short Work Break

Effective Date: 06/01/2008 Sequence: 0 Job Notes

Action / Reason: Short Work Break SWB Short Work Break

Future

Last Date Worked: 05/31/2008 Expected Return Date:

Position Number: 00158884 Professor Position Entry Date: 01/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education Department Entry Date: 01/01/2007

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Date Created: 01/08/2007

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

4. New Row displays

- Effective date defaults to current date. Enter date employee is to start working again
- Choose Action of Return from Work Break and Reason RWB

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HR89TEST T PPL 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

Wigha, Meg EMP ID: 185066 Empl Rcd #: 0

Work Location Find | View All First 1 of 3 Last

HR Status: Active Empl Status: Active

Effective Date: 08/01/2008 Sequence: 0 Job Notes

Action / Reason: Return from Work Break RWB Return from Short Work Break

Future

Position Number: 00158884 Professor Position Entry Date: 01/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education Department Entry Date: 01/01/2007

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Date Created: 01/10/2007

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 for any appropriate comments regarding the RWB

- Click 
- Job Data Notepad displays
- Click  to include comments
- Return to Work Location page by clicking [Job Data Page](#)

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HR89TEST T PPL Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | 

 Job Data Notepad

Instructions

Listed below are the notes that have been recorded for the selected Employee ID, Empl Recd, Job Effective Date and Job Effective Sequence. New notes can be added, and existing notes can be viewed and/or updated.

Selection Criteria

ID: 185066 Wigha, Meg Search

Empl Rcd#: 0

Eff Date: 2008-08-01

Sequence: 0

Earliest Note Date: End:

Selected Note(s)

Delete

Transfer

Select All Notes

Clear Selections

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. Review and



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HR89TEST.T.PPL Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | Help

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

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

Wigha, Meg EMP ID: 185066 Empl Rcd #: 0

Work Location Find | View All First 1 of 3 Last

HR Status: Active Empl Status: Active

Effective Date: 08/01/2008 Sequence: 0 Job Notes

Action / Reason: Return from Work Break RWB Return from Short Work Break Future

Position Number: 00158884 Professor Position Entry Date: 01/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCULO University of Colorado

Department: 10261 School of Education Department Entry Date: 01/01/2007

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Date Created: 01/10/2007

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

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

Short Work Break (SWB)-Return complete