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 place 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.

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Information	Menu 🖃					
	Search:	Main Menu > Workforce Administration >				
Workforce	My Favorites Reports and Reviews Recruiting Workforce Administration Personal Information Plan Salaries CU Workforce Reports Compensation Time Collection Workforce Development Organizational Development Enterprise Learning Reporting Tools My Dictionary	D Job Information				
Administration		Maintain information about a person fied to a specific job record				
□ Job Information □ Job Data		Add Employment Instance Add Employment Instance or Add Hire/Rehire Row	Enter job information including work location and compensation details.	<u>Update Contract Pay NA</u> 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 Lupdate Contract Pay NA	Review Job Information Inquiry pages and reports that show work information for a person I Job Summary Work Study Job List		
		Enter the assignments of company property.	Contains reports based on Job data of the Organization. Enployves on Leave of Absence Interport Enployves			
2. Job Data search page displays	University _{of} Colorado		HR89TES	TT PPL Home Workligt Add to Favorites Sign out		
Enter one or more of the search fields	Job Data Enter any information you have an	ıd click Search. Leave fields blank for a list of all val	ues.			
Click	EmplID: begins with Empl Rcd Nbr: = Name (LN,FN): begins with Last Name: begins with					
	Department: begins with Last 4 SSN: begins with					
	HR Status: = V V Employee Status: = V V					
	Search Clear Basic Search E Save Search Criteria					

3. Work Location page displays



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

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



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Wigha, Meg	EMP	ID:	185066 Empl F	Rcd #: 0		
Work Location			Find View All Fi	rst 🔳 1 of 3 🕑 Last		
HR Status: 'Effective Date: Action / Reason:	Active Empl Status 08/01/2008 Sequence: Return from Work Break	Active Active Job Notes RWB Return from	Short Work Break	🗭 🗕		
Position Number: Regulatory Region: Company: Business Unit:	00159884 Q Profess USA United CU Univers UCOLO Univers	or States ity of Colorado ity of Colorado	Position Entry Date: Position Data	01/01/2007		
Department: Location: Establishment ID:	10261 School 1EDUC Educat CU Univers	of Education on Bldg ity of Colorado	Department Entry Date:	01/01/2007		
			Date Created:	01/10/2007		
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Work Location Job Inform	ation Payroll Compensation Er	nployment Information				
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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 ▽ Selected Note(s) MD: 185066 Wigha, Meg Search *Empl Rcd#: 0 *Eff Date: 'Sequence: Select All Notes 31 B1 Earliest Note Date End 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 Bave



Short Work Break (SWB)-Return complete