### 8.9 HRMS Step by Step Guide Spring Semester LOA (LWOP) Contract - Workforce Administration Module 9 Pay 9 and 9 Pay 12

**Overview:** This guide provides steps to use for setting up contract pay faculty for Spring 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 or **must be entered** *after* **payroll is run for the applicable 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.



# 3. Work Location page displays

□ Click Imes to insert a row

#### 4. New Row displays

Enter effective date of the leave. Date must be equal to first day of a pay period Enter Action of Pay Rate Change and Reason of Contract Pay Adjustment (CRG)

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

#### 7. Compensation page displays

- Verify Compensation Frequency = 'C'
- Calculate new total compensation amount based on employee's leave date
- Example: employee's academic year salary is \$70,710. Divide AY salary by 2 and enter in Comp Rate field. This is the new total contract amount

□ Click

#### Calculate Compensation

- Click
- 8. 9 Pay 9 Contract Pay page displays
- Page may already have data
- Insert a row and enter effective date equal to 1<sup>st</sup> day of contract period.
- Enter Contract Pay Type of pay over 9 months
- Payment Term defaults to Pay Over Contract
- Override Contract
   Begin and End
   Dates
- Begin Date will be 9/1/XX
- End Date will be last day of pay period for which you're entering the change

Click –

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- 9. System returns to Compensation page
- □ Review and **Save**
- Contract has been adjusted to cover only the period employee has actually worked
- Leave of Absence must still be recorded

10. Leave of Absence Without Pay row cannot be entered until payroll has been processed for the month in which employee is receiving his/her final pay

 Example: payroll processes on January 22. Leave
 Without Pay row may be entered anytime after January 23 but not before. A future dated row, entered prior to monthly payroll processing, will not prevent the employee from being paid in full for that month

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#### 9 Pay 12

#### 1. System cannot automatically calculate employee's pay correctly for 9 pay 12 contracts when on LOA (LWOP)

 Employee
 Services (ES) will
 <u>manually correct</u> the employee's pay during payroll processing in January

- 2. If 9 pay 12 employee on Spring Semester Leave chooses to be paid June, July, and August accruals:
- Enter Spring LOA as soon as possible
- Insert row on Work
   Location page
- Enter effective date of when the leave is to begin (normally 1<sup>st</sup> day of spring semester)
- Enter Action of Leave of Absence and appropriate Reason
- Enter job notes about the leave

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- 3. Change no information on any other page for this effective date
- ES will assume employee should receive ½ AY salary unless otherwise stated in job notes
- Accrual amount to be paid over June, July and August will be deducted from January paycheck
- □ Review and **Save**
- 4. If 9 pay 12 employee on leave Spring Semester chooses to be paid summer salary in January:
- Use Termination of 9 Pay 12 step-bystep
- Choose Action
   Leave of Absence
   instead of
   Termination
- 5. Process to return 9 pay 12 employee from Spring Semester LOA, leave of absence without pay
- Insert row and enter effective date of 06/01/XX
- Enter Action of Return from Leave and Reason RFL
- Return from Leave data may be set up at the same time as LOA or later, closer to the employee's return date
- Review and Save

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## Spring Semester LOA (LWOP) Contract complete