

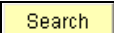


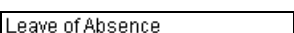

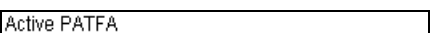



## PATFA Work Break - NOT returning

1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Job Information</b> link. 
3.	Click the <b>Job Data</b> link.
4.	Enter EmplID, Name or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
5.	Click the <b>Search</b> button.  If multiple employee records are listed, click on the appropriate employee record to continue. 
6.	Click the <b>Plus (+) key</b> to add a new job row. 
7.	Enter the <b>Effective Date</b> of the action.  <b>NOTE:</b> Effective Date <b>MUST BE</b> the first day of a pay period.
8.	The <b>Sequence</b> field defaults to '0'. If the added row has the same effective date as the prior row, the sequence number must be changed to the next higher number. Otherwise, do not change.
9.	Click the drop down arrow to select from the <b>Action</b> list. 
10.	Click the <b>Leave of Absence</b> list item. 
11.	Click the drop down arrow to select from the <b>Action/Reason</b> list. 
12.	Click the <b>Active PATFA</b> list item. 
13.	Click the <b>Save</b> button. 



14.	<p><b><u>Additional Information:</u></b></p> <ul style="list-style-type: none"><li>- Discontinue Additional Pay as of last day of last pay period to be paid. (May require request for 'Correct History' from System HR Office.</li><li>- For continued enrollment in benefits - send completed Leave of Absence Form to the System Office for collection of premiums.</li><li>- Employee will not be paid.</li><li>- Benefits will not arrear.</li><li>- Benefits will continue for those benefits that are not waived.</li></ul>
15.	<p><b>End of Procedure.</b></p>