



File Name	PATFA Work Break - Employee Returns_BUSPROC.doc
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PATFA Work Break - Employee Returns

Concept

Description:

Part-time Faculty cannot (by contract) be terminated until they have not taught for at least six semesters. But, pay must be stopped for those months that the employee is not teaching.

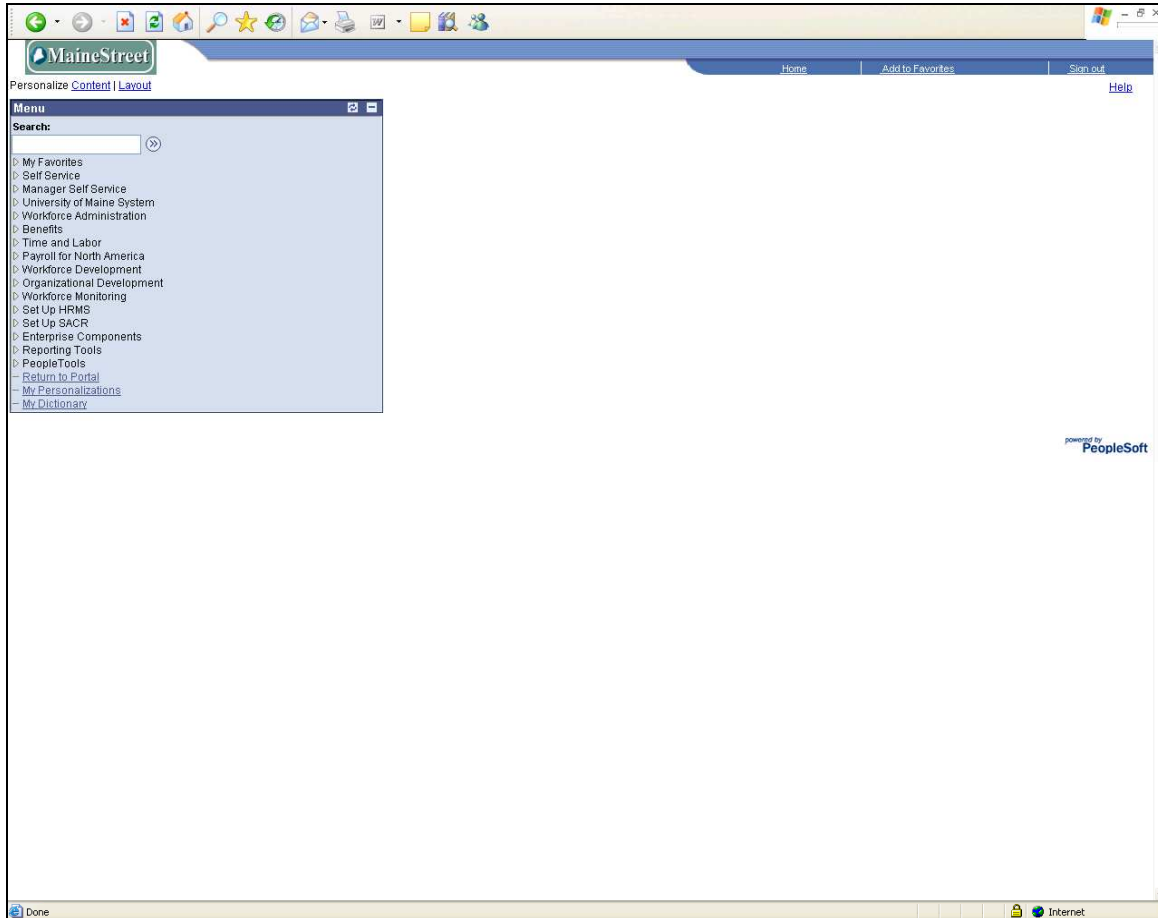
This process should be followed when a PATFA (Part-Time Faculty) member **returns to work** from a work break.

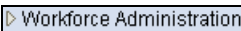

Follow the appropriate process for each of the following actions:

- "PATFA Work Break - NOT returning"
- "PATFA Work Break - Expected to Return"
- "PATFA Work Break - Returns unexpectedly"
- "PATFA Termination"

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Navigation:

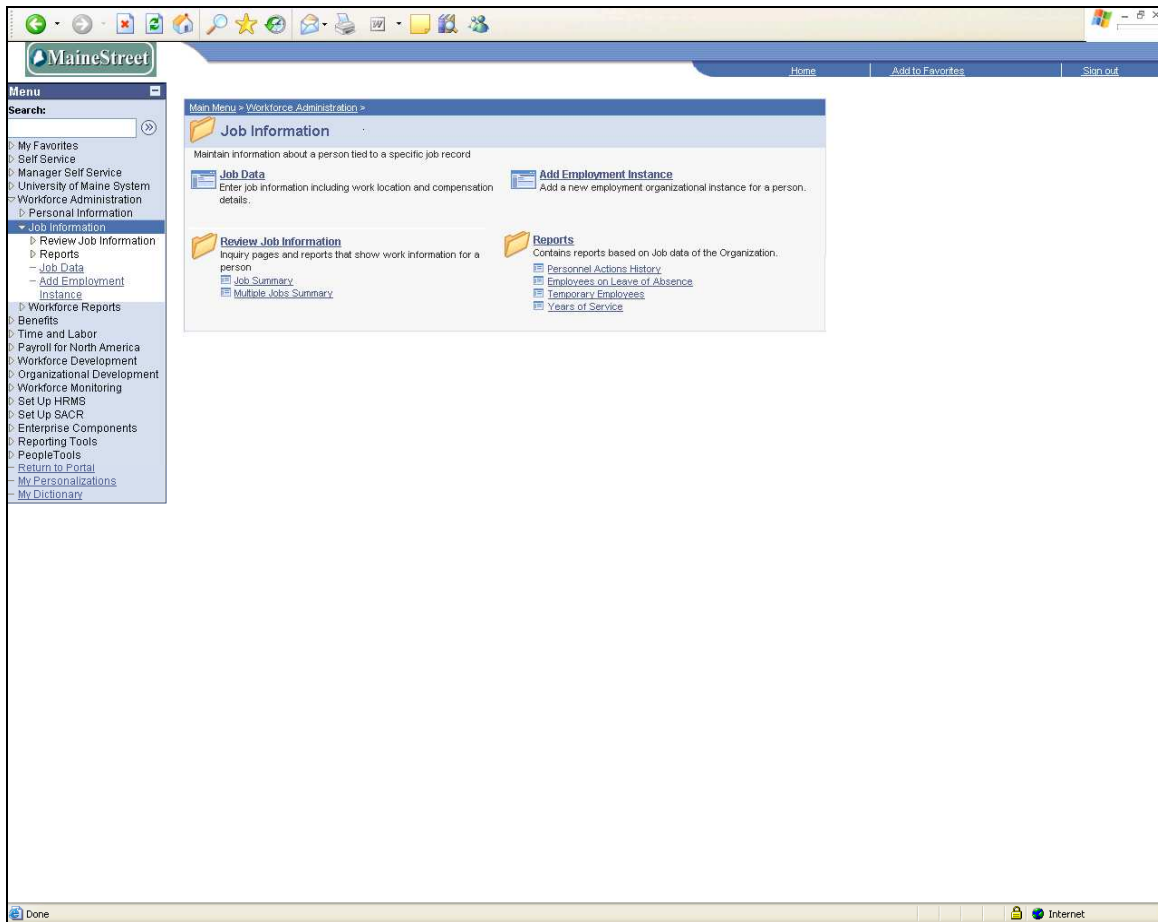


- | Step | Action |
|------|--|
| 1. | Click the Workforce Administration link.
 |
| 2. | Click the Job Information link.
 |



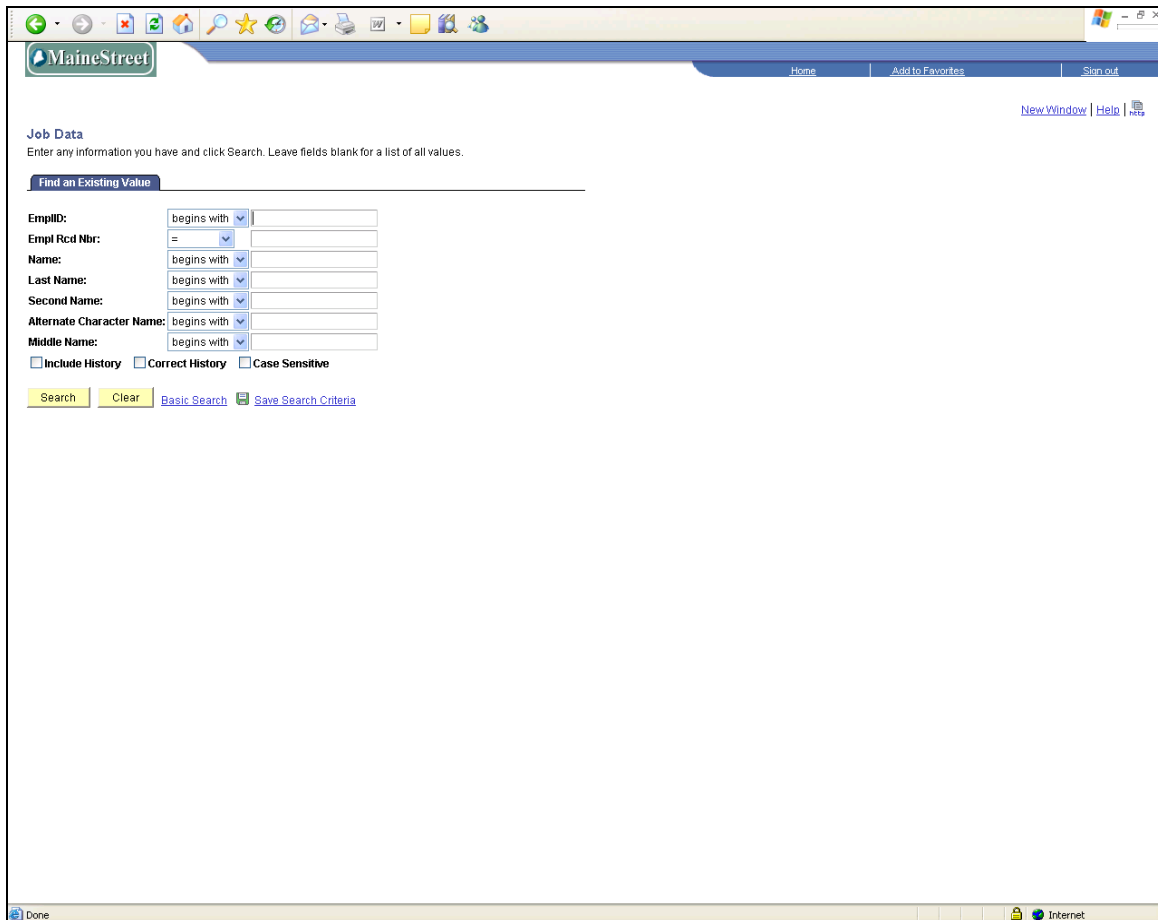
Process Document

HRMS: PATFA Work Break - Employee Returns



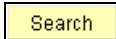
- | Step | Action |
|------|---------------------------------|
| 3. | Click the Job Data link. |

Procedure:



The screenshot shows a web browser window displaying the MaineStreet HRMS search page. The page has a blue header with the MaineStreet logo and navigation links: Home, Add to Favorites, and Sign out. Below the header, there is a 'Job Data' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is located above a search form. The form contains several fields with dropdown menus: 'EmplID:' (beginning with 'begins with'), 'Empl Rcd Nbr:' (beginning with '='), 'Name:', 'Last Name:', 'Second Name:', 'Alternate Character Name:', and 'Middle Name:' (all beginning with 'begins with'). Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- | Step | Action |
|------|---|
| 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 Search button. |





Process Document

HRMS: PATFA Work Break - Employee Returns

The screenshot shows a web browser window with the MaineStreet logo in the top left. The page title is "Job Data". Below the title, there is a search form with the following fields and options:

- Find an Existing Value** (button)
- EmpID:** begins with [0099999]
- Empl Rcd Nbr:** = []
- Name:** begins with []
- Last Name:** begins with []
- Second Name:** begins with []
- Alternate Character Name:** begins with []
- Middle Name:** begins with []
- Include History Correct History Case Sensitive
- Search** (button) **Clear** (button) [Basic Search](#) [Save Search Criteria](#)

Below the search form, the "Search Results" section shows a table with 2 rows and 7 columns:

EmpID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
0099999 0		Joan Smith	EDWARDS	(blank)	(blank)	(blank)
0099999 1		Joan Smith	EDWARDS	(blank)	(blank)	(blank)

Step

Action





6. If multiple employee records are listed, click on the appropriate EmplID or Name to continue.

[0099999 0](#)

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HRMS: PATFA Work Break - Employee Returns



Step	Action
7.	Click the Plus (+) key to add a new job row. 
8.	Enter the Effective Date of the return to work. NOTE: Effective Date MUST BE the first day of a pay period.
9.	The Sequence field defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
10.	Click the drop down arrow to select from the Action list. 
11.	Click the Data Change list item. 
12.	Click the drop down arrow to select from the Action/Reason list. 



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HRMS: PATFA Work Break - Employee Returns

Step Action

13. Click the **Return from PATFA Work Break** list item.

Return from PATFA Work Break

The screenshot displays the HRMS interface for employee Joan Smith (EMP ID: 0099999, Empl Rcd #: 0). The 'Work Location' tab is active, showing a list of work locations. The 'Action / Reason' dropdown menu is open, and 'Return from PATFA Work Break' is selected. The interface includes various fields for HR status, effective date, position number, and company information. The 'Date Created' field shows 08/19/2009. The bottom of the screen features navigation buttons such as 'Save', 'Return to Search', and 'Refresh'.

Step Action

14. Click the **Compensation** tab.

Compensation

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Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Joan Smith EMP ID: 0099999 Empl Rcd #: 0

Compensation Find First 1 of 2 Last

Effective Date: 09/01/2009 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Chg Return from PATFA Work Break Future

Compensation Rate: 0.000000 *Frequency: M Monthly

Comparative Information

Change Amount: 0.000000 USD Monthly Compa-Ratio:
 Change Percent: 0.000

Pay Rates

Annual	USD	Daily	USD
Monthly	USD	Hourly	USD
Ann Ben Rt	18,522,000	Salbase	26,469.00

Default Pay Components

Pay Components Customize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 NAANNL	0		USD	M		

Calculate Compensation

Job Data | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

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

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Done Trusted sites

Step	Action
------	--------

- | | |
|-----|--|
| 15. | Enter the new Comp Rate into the Comp Rate field. |
| 16. | Click the Calculate Compensation button to re-calculate the amounts in the Pay Rates Section. |

Calculate Compensation



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Joan Smith EMP ID: 0099999 Empl Rcd #: 0

Compensation

Effective Date: 09/01/2009 Effective Sequence: 0 Job Indicator: Primary Job
Action / Reason: Data Chg Return from PATFA Work Break Future

Compensation Rate: 1,600.000000 *Frequency: M Monthly

Comparative Information

Change Amount:	1,600.000000 USD Monthly	Compa-Ratio:	3.71
Change Percent:	0.000		

Pay Rates

Annual	19,200.000000 USD	Daily	73.846154 USD
Monthly	1,600.000000 USD	Hourly	46.153846 USD
Ann Ben Rt	18,522.000	Salbase	26,469.00

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 NAANNL	0	1,600.000000 USD	USD	M		

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Step

Action

17. Click the **Benefits Program Participation** link.

[Benefits Program Participation](#)

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HRMS: PATFA Work Break - Employee Returns



Benefit Program Participation

Joan Smith EMP ID: 0099999 Empl Rcd #: 0

Benefit Record Number: 0

Benefit Status

Effective Date: 09/01/2009 Effective Sequence: 0

Action / Reason: Data Change Return from PATFA Work Break Future

Benefits System: Benefits Administration Benefits Employee Status: Active

Annual Benefits Base Rate: 18522.000 USD Annual Rate: 19,200.000

Manual Override ABBR

ABBR Override Date

Benefits Administration Eligibility

BAS Group ID: 001 UMA Employee Group

Part-Time Status: None Eligible: No Work Calendar: PATFA ACAD

PATFA Status: Elig Fld 5: Elig Fld 6: Cohort:

Non-Contributory: Elig Fld 8:

Benefit Program Participation

Effective Date	Benefit Program	Currency Code
09/01/2003	Temporary EE Benefit Program	USD

Job Data Employment Date Earnings Distribution Benefits Program Participation

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

Step Action

18. Review data on this panel:

- **Annual Benefits Base Rate** for accuracy, update if necessary.
- **Manual Override ABBR** - review check box. See ABBR process for more information.
- **ABBR Override Date** - not used for PATFA Work Break.



19. Click the **Save** button.





Step	Action
20.	<p><u>Additional Information:</u></p> <ul style="list-style-type: none">- Review Work Calendar field on Benefits Program Participation panel for accuracy.- Restart any Additional Pay, if applicable (May require requesting 'Correct History' from System HR Office)- Review Earnings Distribution panel for accurate earnings code information.- Employee will begin to be paid.- Arrears will begin to be withheld from paychecks.- Additional Pay will begin to be paid, if applicable.
21.	<p><u>End of Procedure.</u></p>