

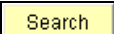





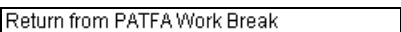

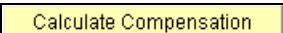




## PATFA Work Break - Employee Returns

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. 
6.	If multiple employee records are listed, click on the appropriate EmplID or Name to continue. 
7.	Click the <b>Plus (+) key</b> to add a new job row. 
8.	Enter the <b>Effective Date</b> of the return to work.  <b>NOTE:</b> Effective Date <b>MUST BE</b> the first day of a pay period.
9.	The <b>Sequence</b> 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 <b>Action</b> list. 
11.	Click the <b>Data Change</b> list item. 
12.	Click the drop down arrow to select from the <b>Action/Reason</b> list. 
13.	Click the <b>Return from PATFA Work Break</b> list item. 
14.	Click the <b>Compensation</b> tab. 
15.	Enter the new Comp Rate into the <b>Comp Rate</b> field.
16.	Click the <b>Calculate Compensation</b> button to re-calculate the amounts in the Pay Rates Section. 
17.	Click the <b>Benefits Program Participation</b> link. 

18.	<p>Review data on this panel:</p> <ul style="list-style-type: none"> <li>- <b>Annual Benefits Base Rate</b> for accuracy, update if necessary.</li> <li>- <b>Manual Override ABBR</b> - review check box. See ABBR process for more information.</li> <li>- <b>ABBR Override Date</b> - not used for PATFA Work Break.</li> </ul> <p><input checked="" type="checkbox"/> <b>Manual Override ABBR</b></p>
19.	<p>Click the <b>Save</b> button.</p> <p></p>
20.	<p><b><u>Additional Information:</u></b></p> <ul style="list-style-type: none"> <li>- Review <b>Work Calendar</b> field on Benefits Program Participation panel for accuracy.</li> <li>- Restart any <b>Additional Pay</b>, if applicable (May require requesting 'Correct History' from System HR Office)</li> <li>- Review <b>Earnings Distribution</b> panel for accurate earnings code information.</li> <li>- Employee will begin to be paid.</li> <li>- Arrears will begin to be withheld from paychecks.</li> <li>- Additional Pay will begin to be paid, if applicable.</li> </ul>
21.	<p><b>End of Procedure.</b></p>