



File Name	PATFA Work Break - Expected to Return_BUSPROC.doc
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PATFA Work Break - Expected to Return

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.

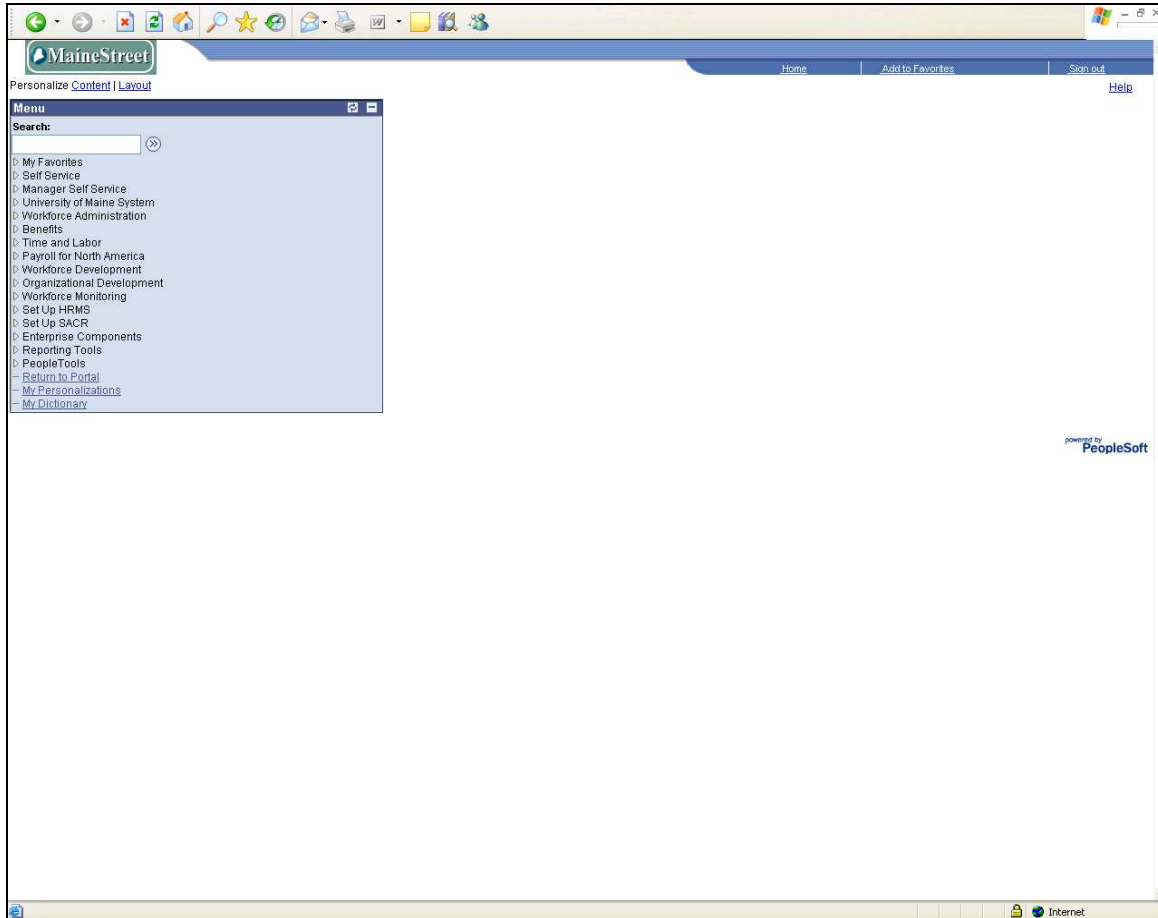
This process should be followed if a PATFA (Part-Time Faculty) member **is expected to return** from a work break.

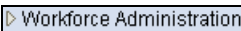
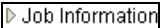
Follow the appropriate process for each of the following actions:

- *"PATFA Work Break - NOT returning"*
- *"PATFA Work Break - Employee Returns"*
- *"PATFA Work Break - Returns unexpectedly"*
- *"PATFA Termination"*

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

Navigation:

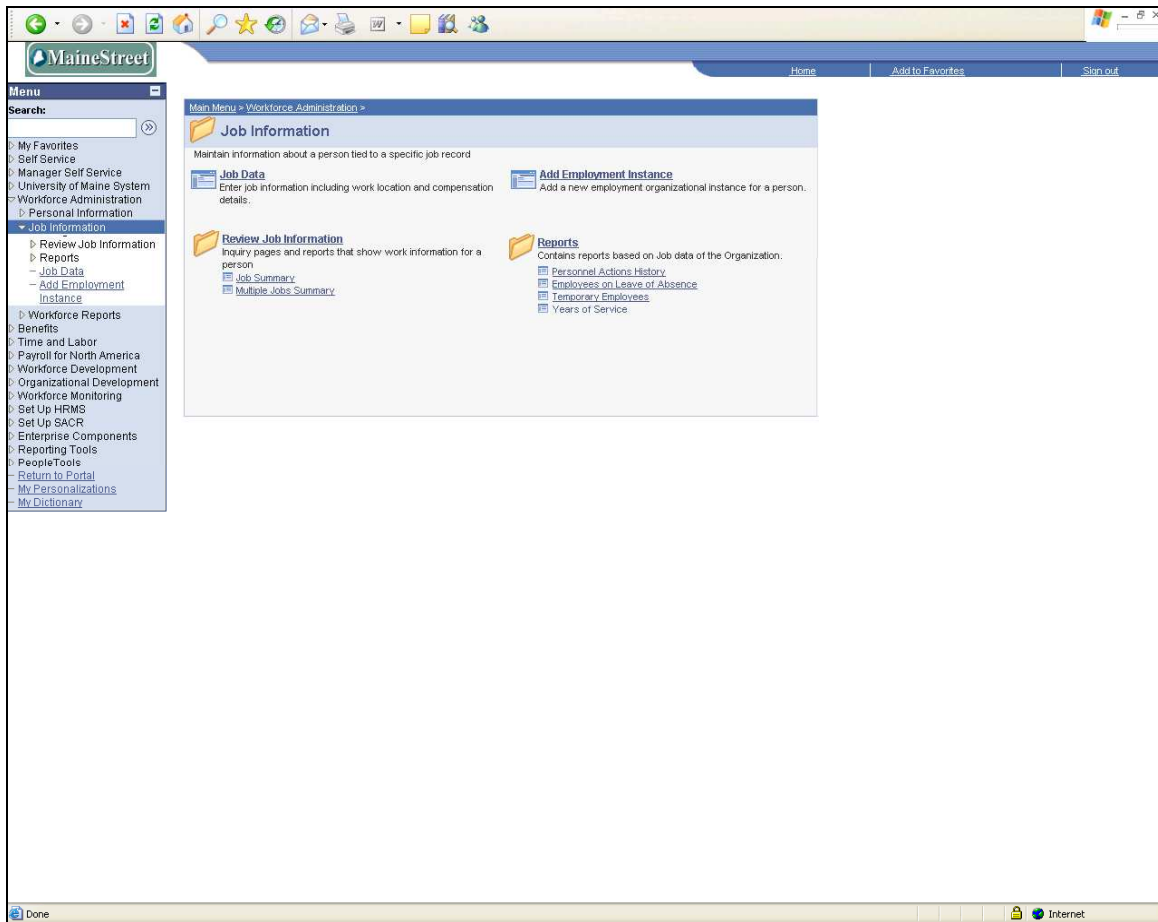


- | Step | Action |
|------|--|
| 1. | Click the Workforce Administration link.
 |
| 2. | Click the Job Information link.
 |



Process Document

HRMS: PATFA Work Break - Expected to Return



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



Procedure:

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with []

Empl Rcd Nbr: = []

Name: begins with []

Last Name: begins with []

Second Name: begins with []

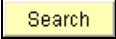
Alternate Character Name: begins with []

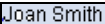
Middle Name: begins with []

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [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.
 |
| 6. | If multiple employee records are listed, click on the appropriate employee record to continue. Click an entry in the Name or EmplID column. |









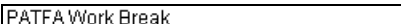
Process Document

HRMS: PATFA Work Break - Expected to Return

The screenshot shows the HRMS interface for employee Jean Smith. The 'Work Location' tab is active, displaying a form with the following details:

- Employee:** Jean Smith, EMP, ID: 0099999, Empl Rcd #: 0
- HR Status:** Active, **Payroll Status:** Active
- Effective Date:** 09/01/2008, **Sequence:** 0, **Job Indicator:** Primary Job
- Action / Reason:** Data Change, Return from PATFA Work Break
- Last Start Date:** 01/01/2001, **Termination Date:** (blank)
- Expected Job End Date:** 12/31/2008
- Position Number:** 00016544, **Position Entry Date:** 10/27/2004
- Regulatory Region:** USA, **Company:** UMS, **Business Unit:** UMS01, **Department:** ASBSS, **Location:** A00100, **Establishment ID:** UMS01
- Date Created:** 09/10/2008

- | Step | Action |
|------|---|
| 7. | Click the Plus (+) key to add a new job row.
 |
| 8. | Enter the Effective Date of the first day of the work break.

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.
 |
| 13. | Click the PATFA Work Break list item.
 |

Process Document

HRMS: PATFA Work Break - Expected to Return



The screenshot shows a web browser window displaying the HRMS system. The main content area is titled 'Work Location' and shows details for employee Joan Smith (EMP ID: 0099999, Empl Rcd #: 0). The 'Compensation' tab is selected, and the 'PATFA Work Break' is highlighted in the 'Action / Reason' dropdown menu. Other visible fields include 'HR Status: Active', 'Payroll Status: Active', 'Effective Date: 08/01/2009', 'Position Number: 00016544', and 'Department: ASBSS'. The 'Date Created' is 08/19/2009. At the bottom of the form, there are navigation buttons such as 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'.

- | Step | Action |
|------|--|
| 14. | Click the Compensation tab.
Compensation |



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HRMS: PATFA Work Break - Expected to Return

Joan Smith EMP ID: 0099999 Empl Rcd #: 0

Compensation

Effective Date: 06/01/2009 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Chg PATFA Work Break Current

Compensation Rate: 1,543.500000 *Frequency: M Monthly

Comparative Information

Change Amount:	0.000000 USD Monthly	Compa-Ratio:	3.58
Change Percent:	0.000		

Pay Rates

Annual	18,522.000000 USD	Daily	71.238462 USD
Monthly	1,543.500000 USD	Hourly	44.524038 USD
Ann Ben Rt	18,522.000	Salbase	26,469.00

Default Pay Components

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 NAANNL	0	1,543.500000 USD	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 Correct History

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

Step Action

15. Set **Comp Rate** to zero or blank.
16. Click the **Calculate Compensation** button to re-calculate amounts in Pay Rates section.

NOTE: Ann Ben Rt and Salbase did not re-set to blank.

Calculate Compensation

Process Document

HRMS: PATFA Work Break - Expected to Return



[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | **Compensation**

Jean Smith EMP ID: 0099999 Empl Rcd #: 0

Compensation Find First 1 of 2 Last

Effective Date: 06/01/2009 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Chg PATFA Work Break Current

Compensation Rate: 0.000000 *Frequency: M Monthly

Comparative Information

Change Amount:	-1,543.500000	USD	Monthly	Compa-Ratio:
Change Percent:	-100.000			

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](#)

- | Step | Action |
|------|---|
| 17. | Click the Benefits Program Participation link.
Benefits Program Participation |



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HRMS: PATFA Work Break - Expected to Return

Benefit Program Participation

Joan Smith EMP ID: 0099999 Empl Rcd #: 0

Benefit Record Number: 0

Benefit Status

Effective Date: 06/01/2009 Effective Sequence: 0

Action / Reason: Data Change PATFA Work Break Current

Benefits System: Benefits Administration Benefits Employee Status: Active

Annual Benefits Base Rate: 18522.000 USD Annual Rate

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. | Click the Manual Override ABBR option to maintain ABBR Rate. |

NOTE: ABBR Override Date is not used for PATFA Work Break.

Manual Override ABBR

- | | |
|-----|-------------------------------|
| 19. | Click the Save button. |
|-----|-------------------------------|
-
- | | |
|-----|--|
| 20. | Warning message "Compensation Rate is Zero" will appear. |
|-----|--|
- Click the **OK** button.
-
- | | |
|-----|---|
| 21. | Warning message "Hourly Rate less than minimum..." will appear. |
|-----|---|
- Click the **OK** button.
-
- | | |
|-----|--------------------------|
| 22. | End of Procedure. |
|-----|--------------------------|

