

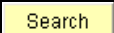



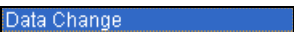

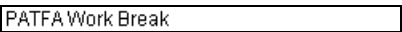

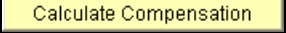

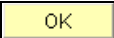
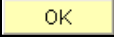


PATFA Work Break - Expected to Return

1.	Click the Workforce Administration link. 
2.	Click the Job Information link. 
3.	Click the Job Data 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 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. 
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. 
14.	Click the Compensation tab. 
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. 

Quick Guide



17.	Click the Benefits Program Participation link. Benefits Program Participation
18.	Click the Manual Override ABBR option to maintain ABBR Rate. NOTE: ABBR Override Date is not used for PATFA Work Break. <input type="checkbox"/> 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.