# 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 **EmpID** 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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>17.</td>
<td>Click the <strong>Benefits Program Participation</strong> link.</td>
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| 18.  | Click the **Manual Override ABBR** option to maintain ABBR Rate.  
**NOTE:** ABBR Override Date is not used for PATFA Work Break. |
| 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.** |