



File Name	PATFA Work Break - NOT returning_BUSPROC.doc
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PATFA Work Break - NOT returning

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.

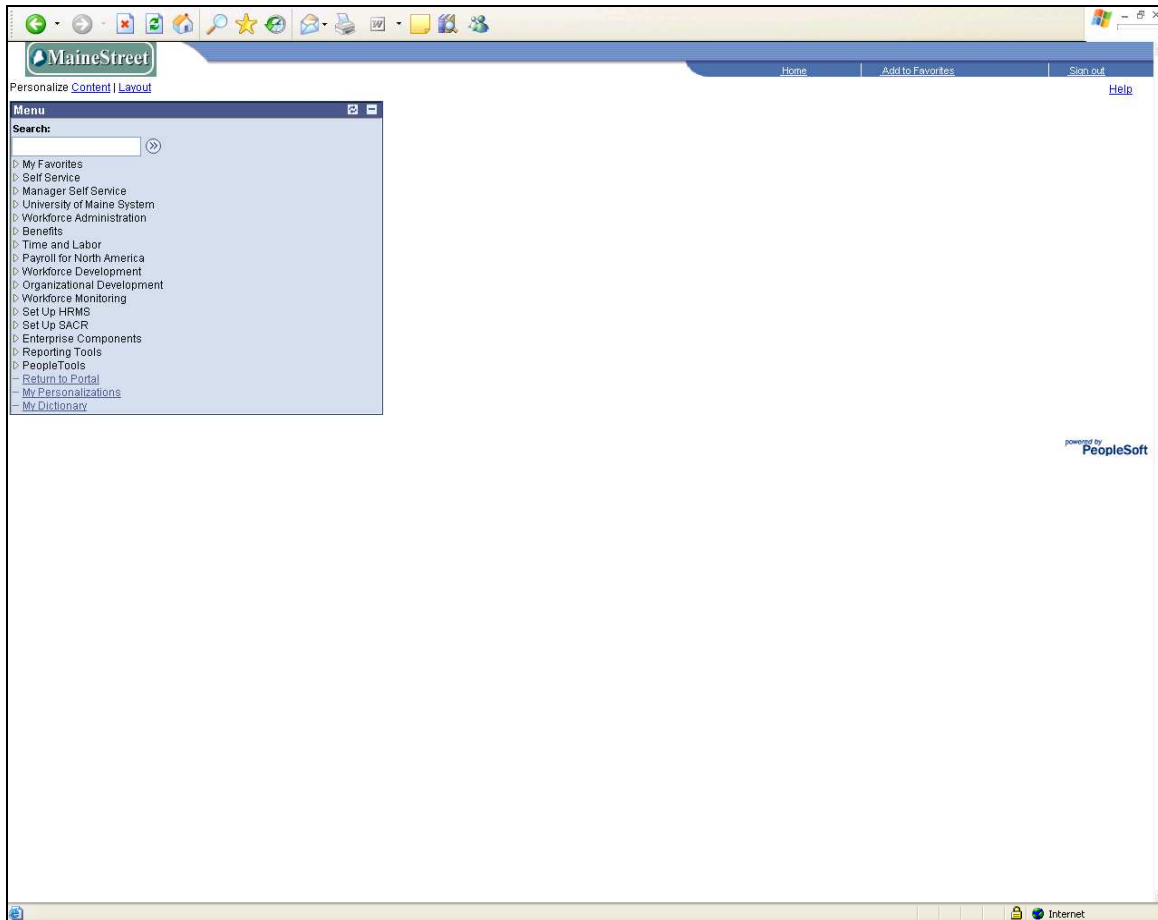
This process should be followed if a PATFA (Part-Time Faculty) member is **NOT expected to return** from a work break.

Follow the appropriate process for each of the following actions:

- *"PATFA Work Break - Expected to Return"*
- *"PATFA Work Break - Employee Returns"*
- *"PATFA Work Break - Returns unexpectedly"*
- *"PATFA Termination"*

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

Navigation:

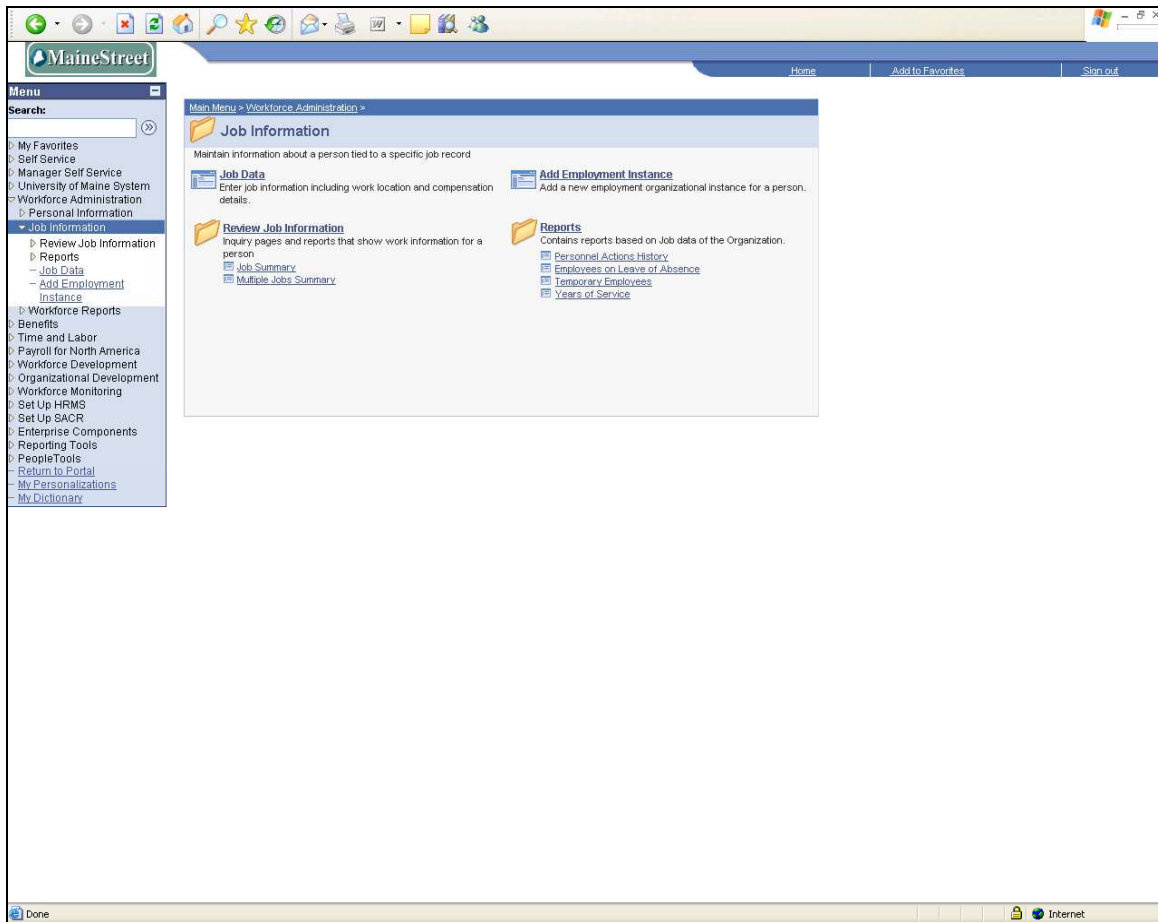


Step	Action
1.	Click the Workforce Administration link. <input type="text" value="Workforce Administration"/>
2.	Click the Job Information link. <input type="text" value="Job Information"/>



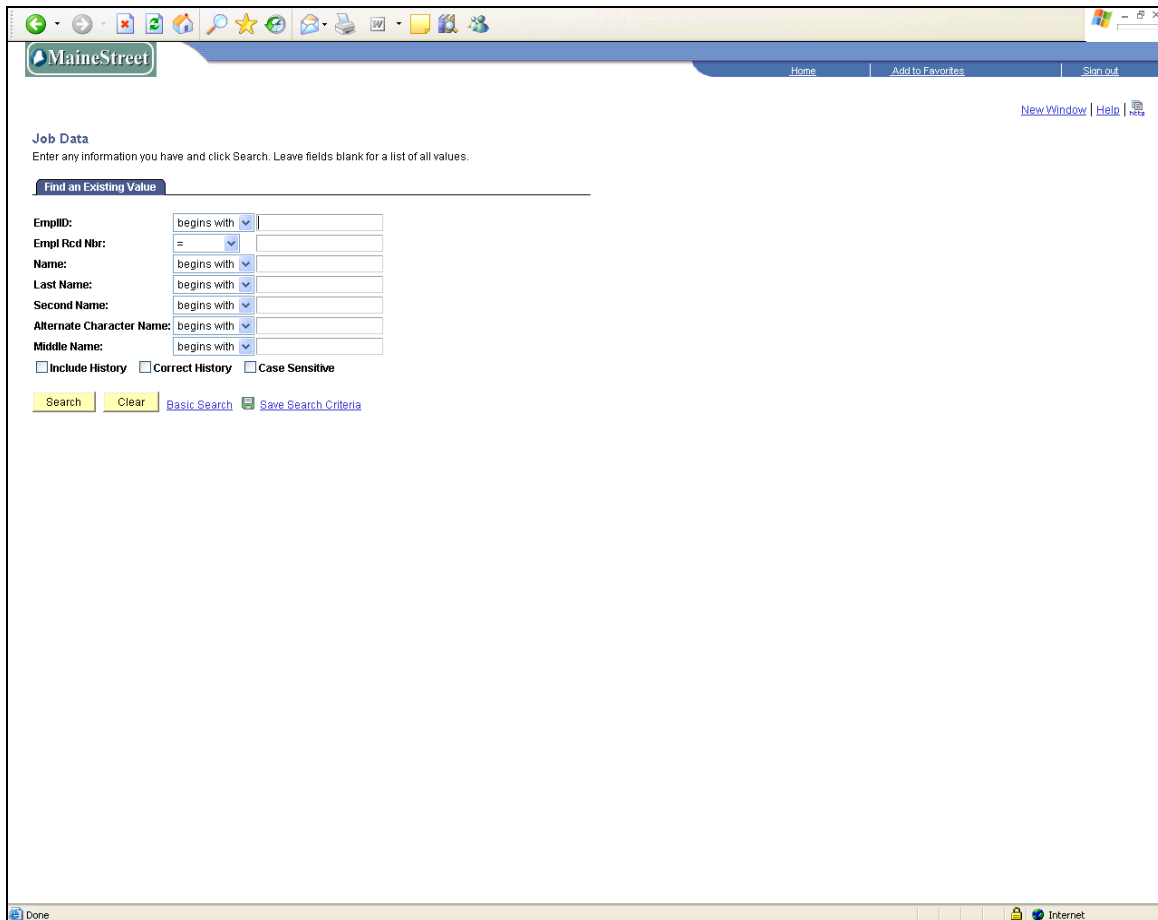
Process Document

HRMS: PATFA Work Break - NOT returning



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

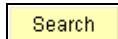
Procedure:



Step	Action
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- | | |
|----|---|
| 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. |

If multiple employee records are listed, click on the appropriate employee record to continue.





Process Document HRMS: PATFA Work Break - NOT returning

The screenshot shows the 'MaineStreet' HRMS interface. At the top, there are navigation tabs: 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The user is logged in as 'John Smith' with 'EMP' status, ID '0099999', and 'Empl Rcd #' '0'. The 'Work Location' form is displayed, showing 'HR Status: Active' and 'Payroll Status: Active'. The 'Effective Date' is set to '05/01/2009' and 'Sequence' is '0'. The 'Job Indicator' is 'Primary Job'. The 'Last Start Date' is '09/01/2003' and 'Termination Date' is blank. The 'Position Number' is '00016529' and 'Position Entry Date' is '10/27/2004'. The 'Regulatory Region' is 'USA' and 'Company' is 'UMS'. The 'Business Unit' is 'UMSD1' and 'Department' is 'ABFSP'. The 'Location' is 'A00100' and 'Establishment ID' is 'UMS01'. The 'Date Created' is '06/11/2009'. Below the form are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'. The bottom of the window shows 'Done' and 'Trusted sites'.

Step Action

6. Click the **Plus (+) key** to add a new job row.



7. Enter the **Effective Date** of the action.

NOTE: Effective Date **MUST BE** the first day of a pay period.

8. The **Sequence** field defaults to '0'. If the added row has the same effective date as the prior row, the sequence number must be changed to the next higher number. Otherwise, do not change.

9. Click the drop down arrow to select from the **Action** list.



10. Click the **Leave of Absence** list item.

Leave of Absence



11. Click the drop down arrow to select from the **Action/Reason** list.



Process Document

HRMS: PATFA Work Break - NOT returning



Step	Action
12.	Click the Active PATFA list item. 
13.	Click the Save button. 
14.	<u>Additional Information:</u> <ul style="list-style-type: none">- Discontinue Additional Pay as of last day of last pay period to be paid. (May require request for 'Correct History' from System HR Office.- For continued enrollment in benefits - send completed Leave of Absence Form to the System Office for collection of premiums.- Employee will not be paid.- Benefits will not arrear.- Benefits will continue for those benefits that are not waived.
15.	End of Procedure.