



File Name	PATFA Work Break - Returns unexpectedly_BUSPROC.doc
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PATFA Work Break - Returns unexpectedly

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.

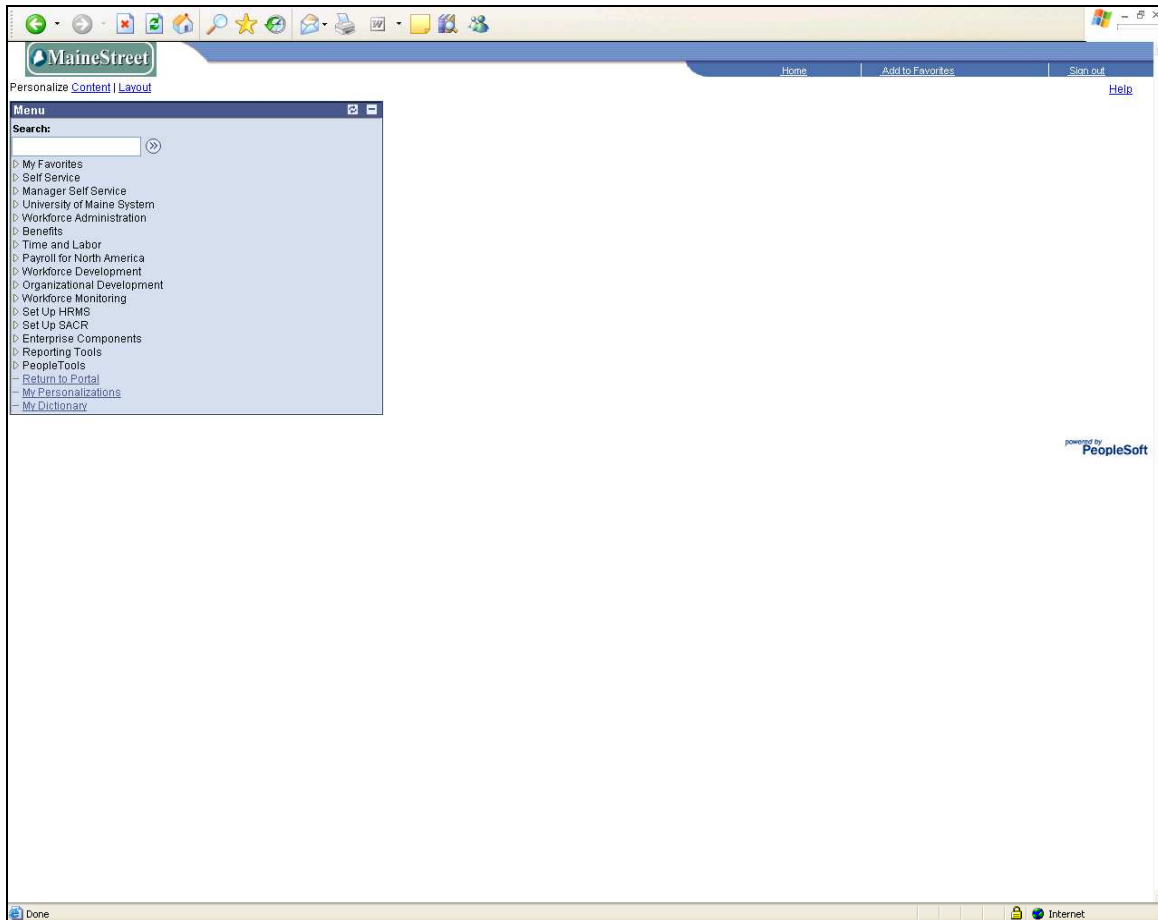
This process should be followed if a PATFA (Part-Time Faculty) member **returns unexpectedly** from a work break.

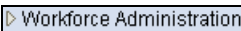
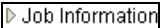
Follow the appropriate process for each of the following actions:

- *"PATFA Work Break - NOT returning"*
- *"PATFA Work Break - Employee Returns"*
- *"PATFA Work Break - Expected to Return"*
- *"PATFA Termination"*

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

Navigation:

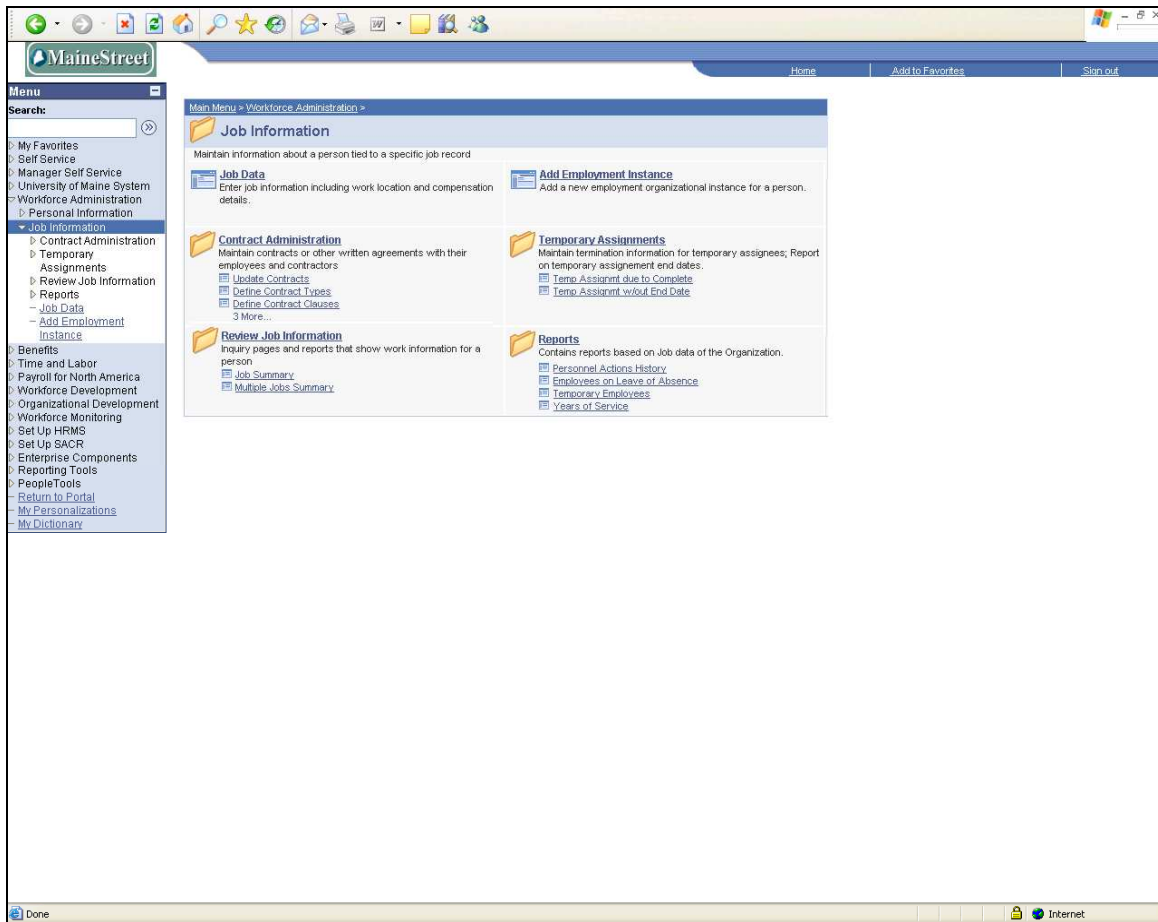


- | Step | Action |
|------|--|
| 1. | Click the Workforce Administration link.
 |
| 2. | Click the Job Information link.
 |



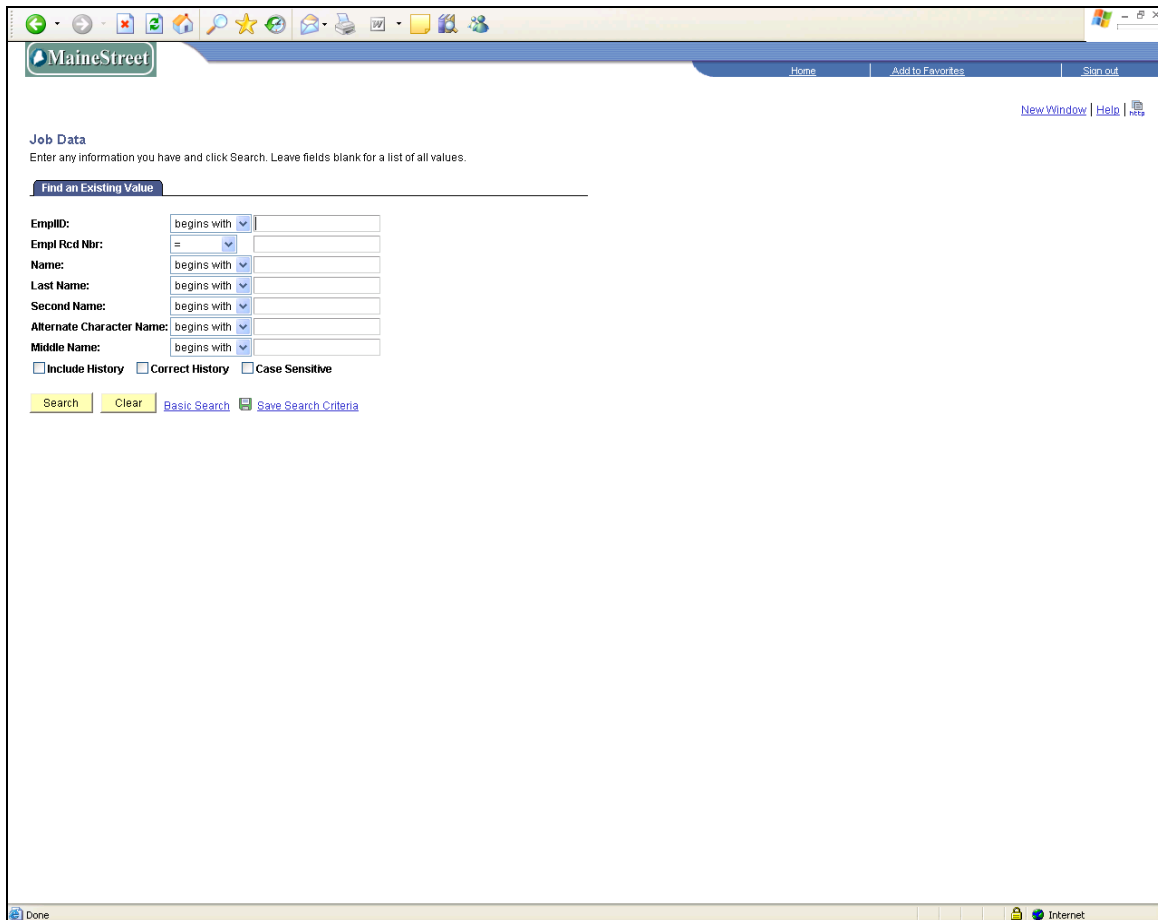
Process Document

HRMS: PATFA Work Break - Returns unexpectedly



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

Procedure:



The screenshot shows a web browser window displaying the MaineStreet HRMS search page. The page title is "Job Data" and it includes instructions: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a section titled "Find an Existing Value" with several search criteria fields: "EmplID:", "Empl Recd Nbr:", "Name:", "Last Name:", "Second Name:", "Alternate Character Name:", and "Middle Name:". Each field has a dropdown menu set to "begins with" and an adjacent text input box. There are also three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom of the search area are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Step	Action
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- | | |
|----|---|
| 4. | Enter EmplID, Name or Last Name. Drop dow 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.

Search



Process Document

HRMS: PATFA Work Break - Returns unexpectedly

The screenshot shows the HRMS software interface for John Smith (ID: 0099999). The 'Work Location' tab is selected, displaying a form with the following fields and values:

- HR Status: Active
- Payroll Status: Leave of Absence
- Effective Date: 06/01/2009
- Sequence: 0
- Action / Reason: Leave of Absence
- Job Indicator: Primary Job
- Last Start Date: 09/01/2003
- Termination Date: (blank)
- Expected Job End Date: 05/31/2009
- Last Date Worked: 05/31/2009
- Position Number: 00016529
- Position Entry Date: 10/27/2004
- Regulatory Region: USA
- Company: UMS
- Business Unit: UMS01
- Department: ABFSP
- Location: A00100
- Establishment ID: UMS01
- Date Created: 06/11/2009

Step	Action
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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 **Return from Leave** list item.

Return from Leave

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



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HRMS: PATFA Work Break - Returns unexpectedly



Step	Action
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12.	Click the Return from Leave - PATFA list item.
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Return from Leave - PATFA

The screenshot displays the HRMS interface for John Smith (EMP ID: 0099999, Empl Rcd #: 0). The 'Work Location' tab is active, showing a record for 'Return from Leave - PATFA'. Key details include: HR Status: Active, Payroll Status: Active, Effective Date: 07/01/2009, Sequence: 0, Job Indicator: Primary Job, Last Start Date: 09/01/2003, Termination Date: Current, Expected Job End Date: 05/31/2009, Position Number: 00016529, Position Entry Date: 10/27/2004, Regulatory Region: USA, Company: UMS, Business Unit: UMS01, Department: ABFSP, Location: A00100, Establishment ID: UMS01, and Date Created: 08/20/2009. Navigation buttons at the bottom include Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History.

Step	Action
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13.	Click the Compensation tab.
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Compensation



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John Smith EMP ID: 0099999 Empl Rcd #: 0

Compensation

Effective Date: 07/01/2009 Effective Sequence: 0 Job Indicator: Primary Job
Action / Reason: Return-LOA Return from Leave - PATFA Current

Compensation Rate: 0.000000 *Frequency: M Monthly

Comparative Information

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

Pay Rates

Annual	USD	Daily	USD
Monthly	USD	Hourly	USD
Ann Ben Rt		Salbase	

Default Pay Components

Pay Components

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 Notify Previous tab Next tab Refresh Update/Display Include History

Step Action

14. Enter the new comp rate into the **Comp Rate** field.
15. Click the **Calculate Compensation** button to re-calculate the amounts in the Pay Rates section..

Calculate Compensation

16. Click the **Benefits Program Participation** link.

[Benefits Program Participation](#)

Process Document

HRMS: PATFA Work Break - Returns unexpectedly



John Smith EMP ID: 0099999 Empl Rcd #: 0

Benefit Record Number: 0

Benefit Status

Effective Date: 07/01/2009 Effective Sequence: 0

Action / Reason: Return from Leave Return from Leave - PATFA Current

Benefits System: Benefits Administration Benefits Employee Status: Active

Annual Benefits Base Rate: 18,000.000 USD

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:

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 Notify Refresh Update Display Include History

Step Action

17. Review the **Benefits Program Participation** panel:

- **Annual Benefits Base Rate** - review and update if necessary
- **Manual Override ABBR** - review check box (See ABBR Process)
- **ABBR Override Date** - Not used for PATFA Work Break.

Click the **Save** button.



18. **End of Procedure.**