PATFA Work Break - Returns unexpectedly

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.

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

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.

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

12. Click the **Return from Leave - PATFA** list item.

13. Click the **Compensation** tab.

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

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.**