



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 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. 
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. Benefits Program Participation
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.