
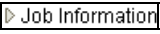
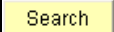


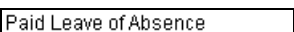

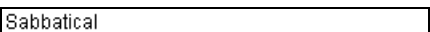


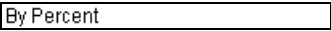

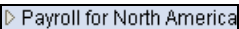
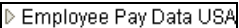
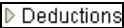
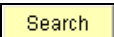







Paid Sabbatical Leave

1.	Click the Workforce Administration link. 
2.	Click the Job Information link. 
3.	Click the Job Data link.
4.	Search for an existing employee record by entering 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. 
6.	Click the Plus (+) key to add a new job row. 
7.	Enter the Effective Date of the sabbatical leave.
8.	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.
9.	Click the Drop-down arrow to select from the Action list. 
10.	Click the Paid Leave of Absence list item. 
11.	Click the Drop-down arrow to select from the Action/Reason list. 
12.	Click the Sabbatical list item. 
13.	Enter the expected return date in the Expected Return Date field.
14.	Click the Earnings Distribution link. 
15.	Click the Earnings Distribution Type list. 
16.	Click the By Percent list item. 

17.	<p>Enter the appropriate Earnings Code:</p> <ul style="list-style-type: none"> - 610 for Sabbatical - Full Pay - 611 for Sabbatical - Half Pay <p>NOTE: It is not necessary to adjust compensation. The earnings code will calculate the correct rate of pay.</p>
18.	<p>Enter % in Distrb % field. If using multiple distributions, the total of all distributions must equal 100%.</p>
19.	<p>Click the Save button.</p> 
20.	<p><u>Additional Information:</u></p> <p>1) Review <u>Distribution Detail</u> panel for accurate distribution of pay to the correct account and earnings code.</p> <p>2) If the employee is receiving half-pay while on Sabbatical Leave, but wishes to have TIAA-CREF withheld based on full pay, you must set up Deduction Code 344 for additional after-tax contributions. (See General Deduction process for additional information)</p>
21.	<p><u>To Set Up General Deduction for Deduction Code 344:</u></p> <p>Click the Payroll for North America link.</p> 
22.	<p>Click the Employee Pay Data USA link.</p> 
23.	<p>Click the Deductions link.</p> 
24.	<p>Click the Create General Deductions link.</p>
25.	<p>Enter Employee Id into the EmplID field.</p>
26.	<p>Click the Search button.</p> 
27.	<p>Click the Plus (+) key to add a new row.</p> 
28.	<p>Enter "344" in the Deduction Code field..</p>
29.	<p>Enter the Effective Date for the start of the deduction.</p> <p>NOTE: Effective date should be the start date of a payroll period.</p>
30.	<p>Click the Take on all Paygroups option.</p> 
31.	<p>Click the drop-down arrow to select from the Deduction Calculation Routine list.</p> 

32.	Click the Percent of Special Earnings list item. 
33.	If applicable, enter the end date of the general deduction into the Deduction End Date field. NOTE: End date should be the last day of a pay period.
34.	Enter " 4.00 " into the Deduction Rate or % field .
35.	Click the SAVE button. 
36.	End of Procedure.