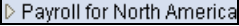
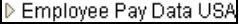
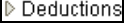






## Return from Sabbatical Leave

1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Job Information</b> link. 
3.	Click the <b>Job Data</b> link.
4.	To Search for an existing employee record: Enter <b>EmplID, Name</b> or <b>Last Name</b> .  <i>Drop-down menus</i> 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 <b>Search</b> button.  If multiple employee records are listed, click on the appropriate employee record to continue. 
6.	Click the <b>Plus (+) key</b> to add a new job row. 
7.	Enter the <b>Effective Date</b> of the return from leave.
8.	Click the <b>Drop-down Arrow</b> to select from the <b>Action</b> list. 
9.	Click the <b>Return from Leave</b> list item. 
10.	Click the <b>Drop-down Arrow</b> to select from the <b>Action/Reason</b> list. 
11.	Click the <b>Return from Sabbatical Leave</b> list item. 
12.	Click the <b>Earnings Distribution</b> link. 
13.	Click the <b>Drop-Down Arrow</b> to select from the <b>Earnings Distribution Type</b> list. 
14.	Click the <b>None</b> list item. 
15.	Click the <b>OK</b> button. 
16.	Click the <b>Save</b> button. 

## Quick Guide



17.	<p><b>Review General Deduction Data:</b> If the employee elected to have <b>Deduction Code 344</b> set up for withholding TIAA-CREF based on full pay, enter a row to stop the additional withholding.</p> <p>Click the <b>Payroll for North America</b> link.</p> <p></p>
18.	<p>Click the <b>Employee Pay Data USA</b> link.</p> <p></p>
19.	<p>Click the <b>Deductions</b> link.</p> <p></p>
20.	<p>Click the <b>Create General Deductions</b> link.</p>
21.	<p>Enter the employee's Emplid into the <b>EmplID</b> field.</p>
22.	<p>Click the <b>Search</b> button.</p> <p></p>
23.	<p>Click the <b>Show next row Arrow</b> button to search for the panel for <b>Deduction Code 344</b>.</p> <p></p>
24.	<p>Click the <b>Plus (+) key</b> to add a new row.</p> <p></p>
25.	<p>Enter the last day of the payperiod that the deduction will be withheld into the <b>Effective Date</b> field.</p>
26.	<p>Delete the <b>Deduction Rate or %</b> or enter 0.00 into the <b>Deduction Rate or %</b> field.</p>
27.	<p>Click the <b>Save</b> button.</p> <p><b>Additional Information:</b> Review Distribution Detail panel for set up accuracy.</p> <p></p>
28.	<p><b>End of Procedure.</b></p>