

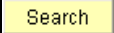














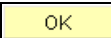

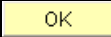


Short Work Break - Begin

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 row. 
7.	Enter the effective date of the SWB. IMPORTANT NOTE: The Effective Date MUST BE the first day of a payperiod (Sunday). If the SWB actually takes effect in the middle of a pay period, the effective date should be the next Sunday, not the prior Sunday.
8.	Click the drop down arrow to select from the Action list. 
9.	Click the appropriate item from the Action List. 
10.	Click the drop down arrow to select from the Action/Reason list. 
11.	Click the appropriate item from the Action/Reason list. 
12.	Click the Payroll tab. 
13.	Click the Look up Pay Group button. 
14.	Select the Short Work Break entry from the Pay Group List. 
15.	Click the Compensation tab. 

Quick Guide



16.	Set the Comp Rate to zero or blank.
17.	Click the Calculate Compensation button. 
18.	Click the Benefits Program Participation link. Benefits Program Participation
19.	Review data on the Benefit Program Participation panel: 1. Annual Benefits Base Rate - review for accuracy. 2. Manual Override ABBR - should remain checked while on SWB. 3. ABBR Override Date - should be blank. Not used for SWB. Employment Data
20.	Click the Time Reporter Data link to Inactive Time Reporter Data. Time Reporter Data
21.	Click the Plus (+) key to add a new row. 
22.	Enter the Effective Date of the SWB. MUST BE the same effective date entered in Job Data.
23.	Click the drop down arrow to select from the Time Reporter Status list. 
24.	Click the Inactive list item. <input type="text" value="Inactive"/>
25.	Click the OK button. 
26.	Click the Save button. 
27.	A Warning message will appear that the Compensation Rate has been set to zero. Click the OK button to continue. 
28.	A Warning message will appear that the Hourly Rate is less than minimum specified on the Salary Grade Table. Click the OK button to continue. 
29.	A Warning message will appear that Not all defaulted compensation rows have a comprate. Click the OK button to continue. 

30.	<p><u>Additional Information:</u></p> <p>Stop all Additional Pay records as of last day of last pay period paid.</p> <ul style="list-style-type: none">- Benefits will arrear unless paid from another job.- A Benefit Event will be created to unenroll in leave plans to stop sic/vac accrual AND unenroll in 403b/Employer Only (Plan Types 46 & 48) if employee is expected to work temporarily in another job.- Do NOT set up Benefits Billing- Will result in zero paycheck. No paycheck/advice will be printed.
31.	End of Procedure.