



File Name	Short Work Break - Return to work_BUSPROC.doc
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Status	DRAFT

Short Work Break - Return to work

Concept

Description:

This process covers instruction on how to return an employee from a Short Work Break.

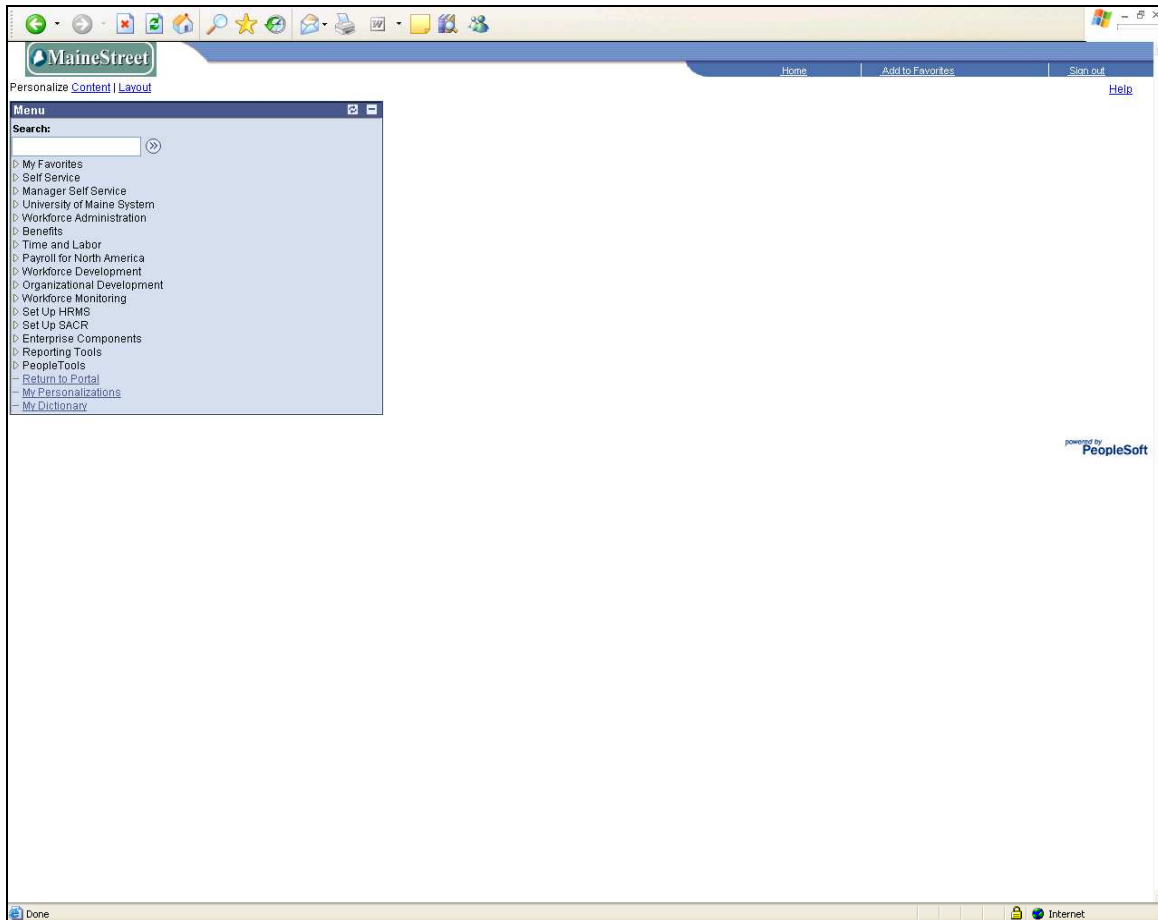
A Biweekly-paid employee may request and receive approval to take time off without pay for a period of time (i.e. over the summer months). This process also covers those employees working an Academic Year. The employee will retain their current benefits. No benefits billing will be setup, and benefit premiums will automatically arrear. When the employee returns to work, double deductions will be taken until the total arrears amount has been processed.

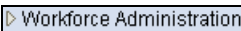
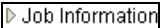
If an employee is expected to work a reduced continuous schedule during Short Work Break, see process "Short Work Break - Hire in Temp job while on SWB" or "Short Work Break - Hire in Reg job while on SWB".

NOTE: Employees on Short Work Break will not be included in processing Across-the-Board increases and entitled to any salary increase upon return from Short Work Break.

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Navigation:

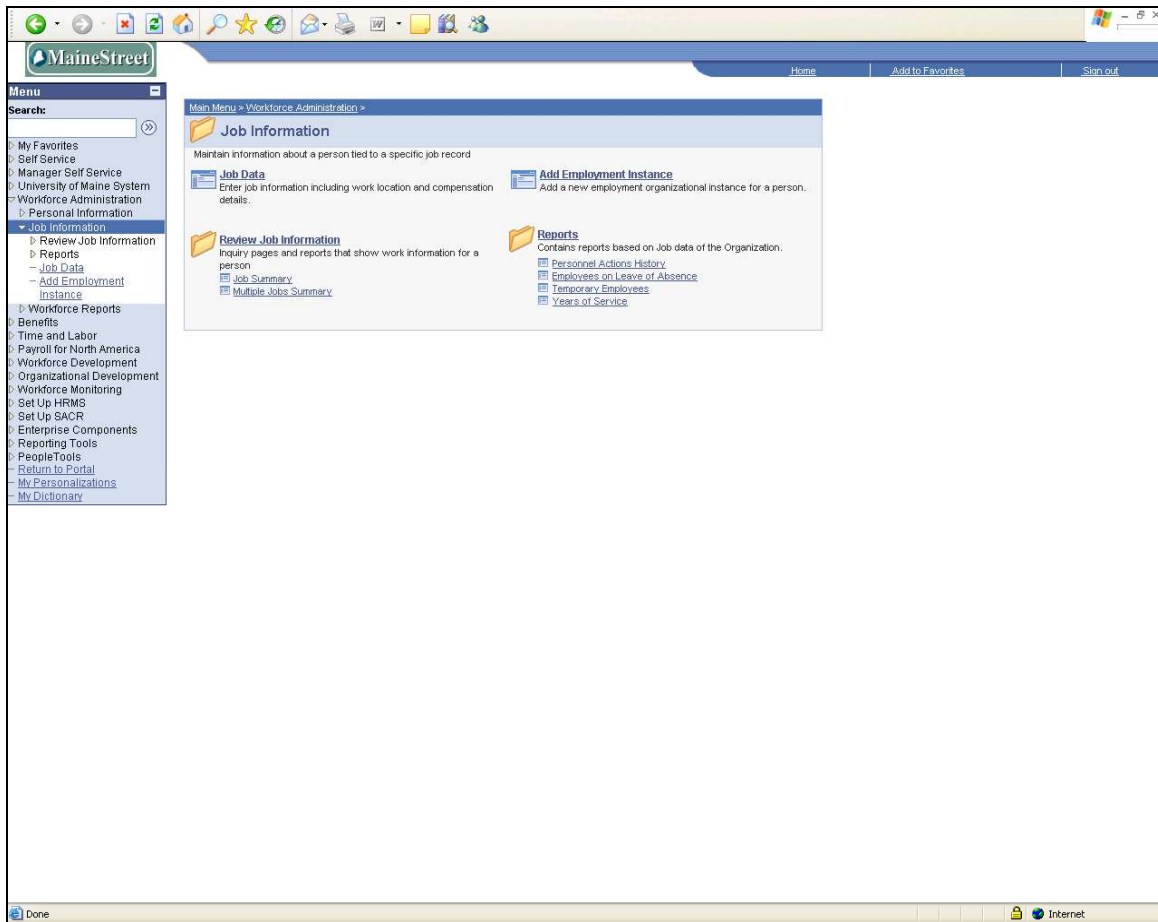


- | Step | Action |
|------|--|
| 1. | Click the Workforce Administration link.
 |
| 2. | Click the Job Information link.
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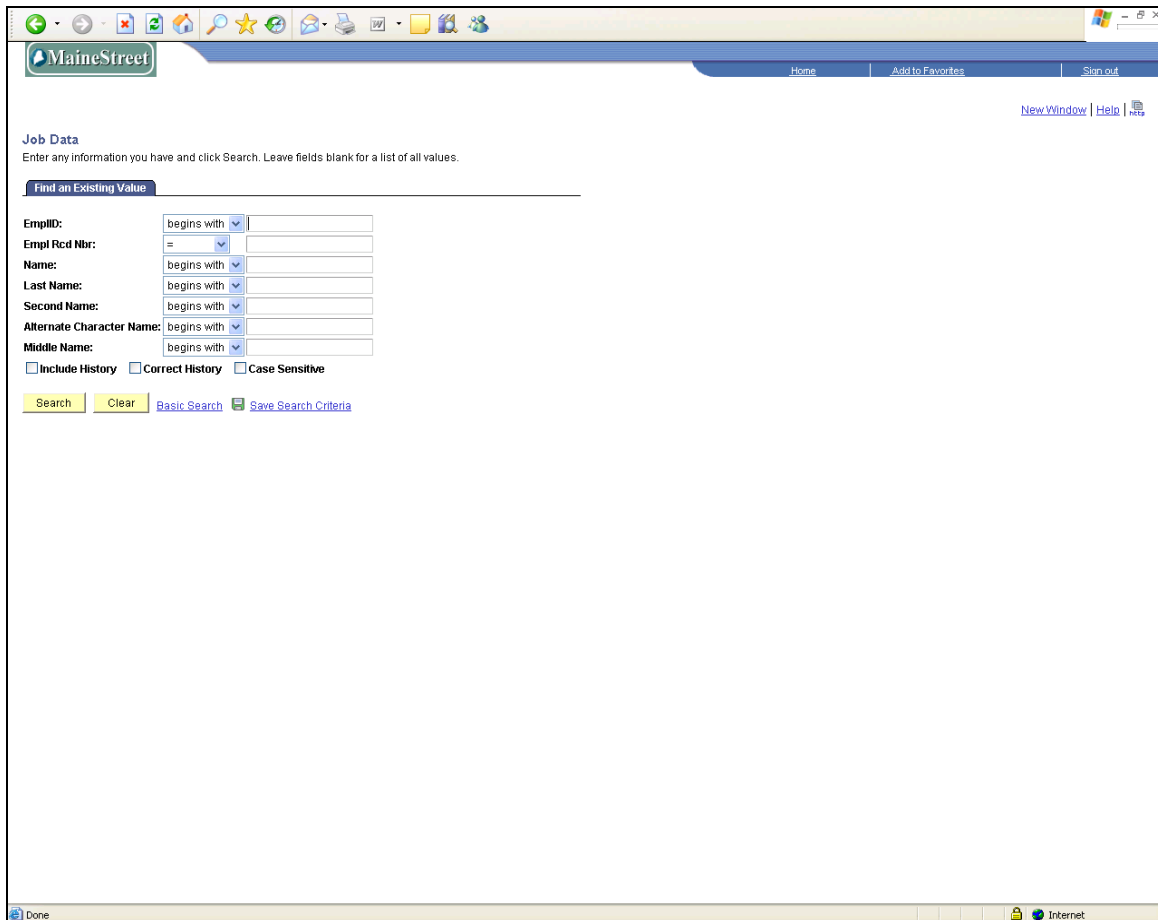
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- | Step | Action |
|------|---------------------------------|
| 3. | Click the Job Data link. |

Procedure:



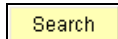
The screenshot shows a web browser window displaying the 'MaineStreet' HRMS interface. The page title is 'Job Data' and it includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' containing several search criteria fields: 'EmplID:', 'Empl Rcd Nbr:', 'Name:', 'Last Name:', 'Second Name:', 'Alternate Character Name:', and 'Middle Name:'. Each field has a dropdown menu set to 'begins with' and an adjacent text input box. At the bottom of the search criteria are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. Below the checkboxes are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The browser's address bar shows 'Done' and the status bar shows 'Internet'.

Step	Action
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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.
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5.	Click the Search button.
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If multiple employee records are listed, click on the appropriate employee record to continue.





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Step

Action

6. Click the **Plus (+) key** to add a new job row.



7. Enter the **Effective Date** of the end of the Short Work Break.

NOTE: The Effective Date **MUST BE** the first day of a pay period (Sunday).

8. The **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 **Data Change** list item from the **Action** list.

Data Change

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

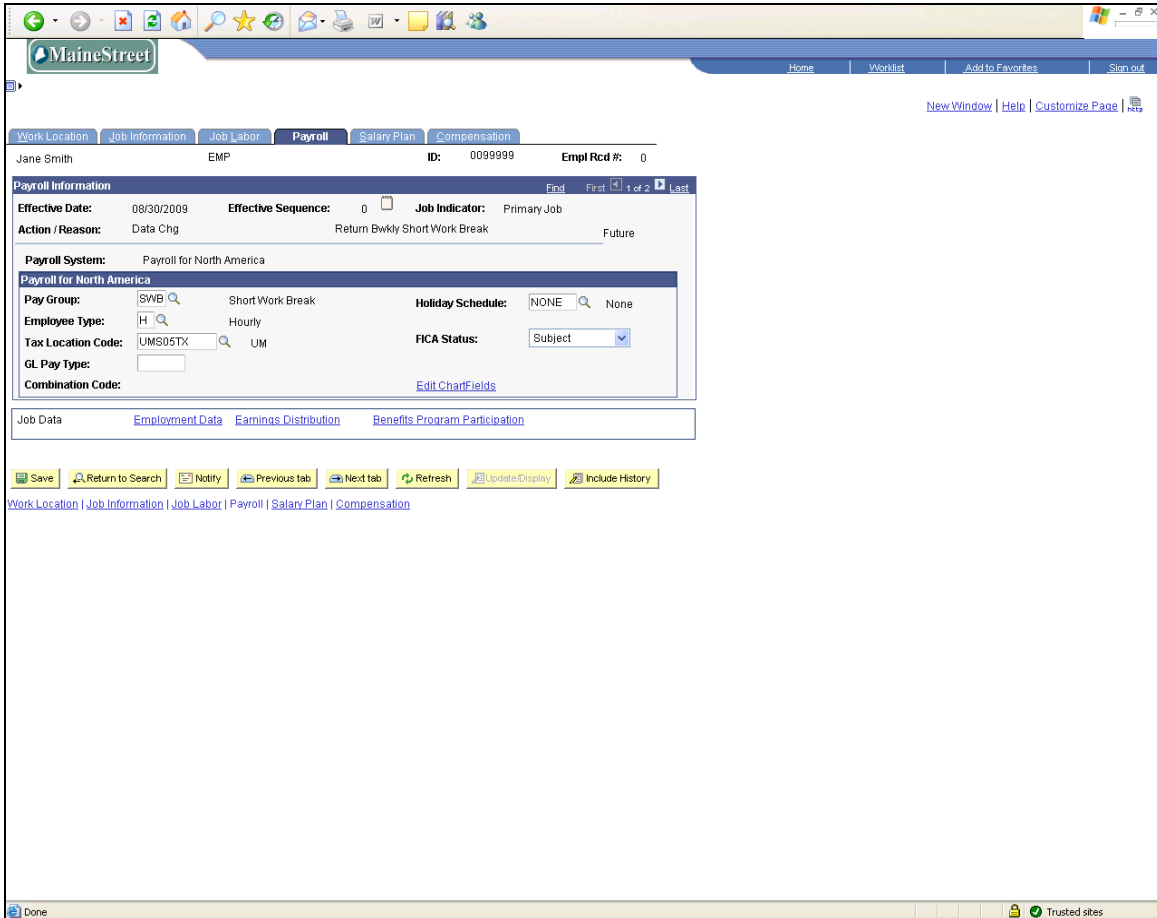


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Step	Action
12.	Click the Return Bwkly Short Work Break list item from the Action/Reason list. <input type="text" value="Return Bwkly Short Work Break"/>
13.	Click the Payroll tab. <input type="text" value="Payroll"/>

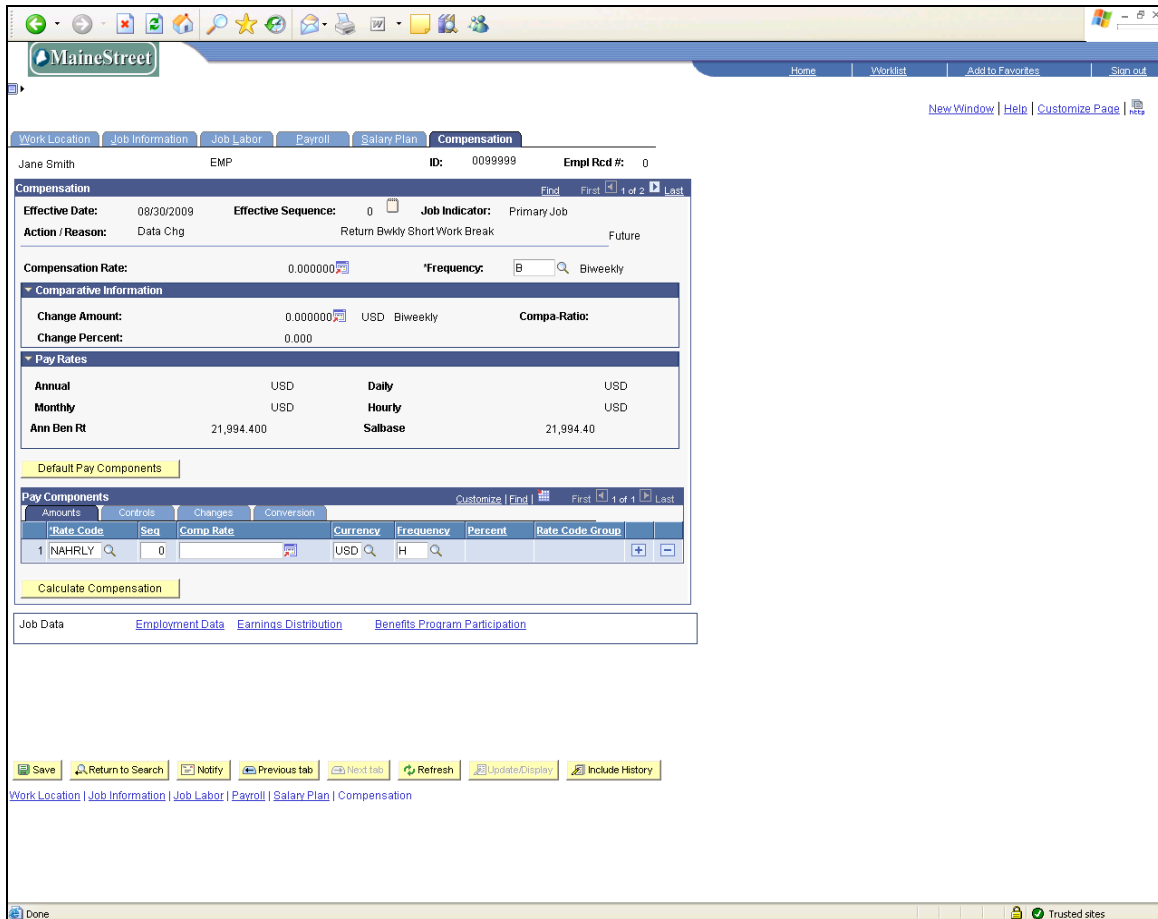


Step	Action
14.	Click the Look up Pay Group button. <input type="text" value=""/>
15.	Click the BWK or Biweekly item in the Pay Group List. <input type="text" value="Biweekly"/>

Step	Action
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16. Click the **Compensation** tab.

[Compensation](#)



Step	Action
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17. Update the updated rate into the **Comp Rate** field. This may include any pay increases due.

NOTE: If comp rate is connected to a step and the step has changed during the SWB, change the step and step entry date on the Salary Plan panel first.

18. Click the **Default Pay Components** button.

NOTE: If step or wage schedule has changed, the updated amount will default into the comp rate field.

[Default Pay Components](#)

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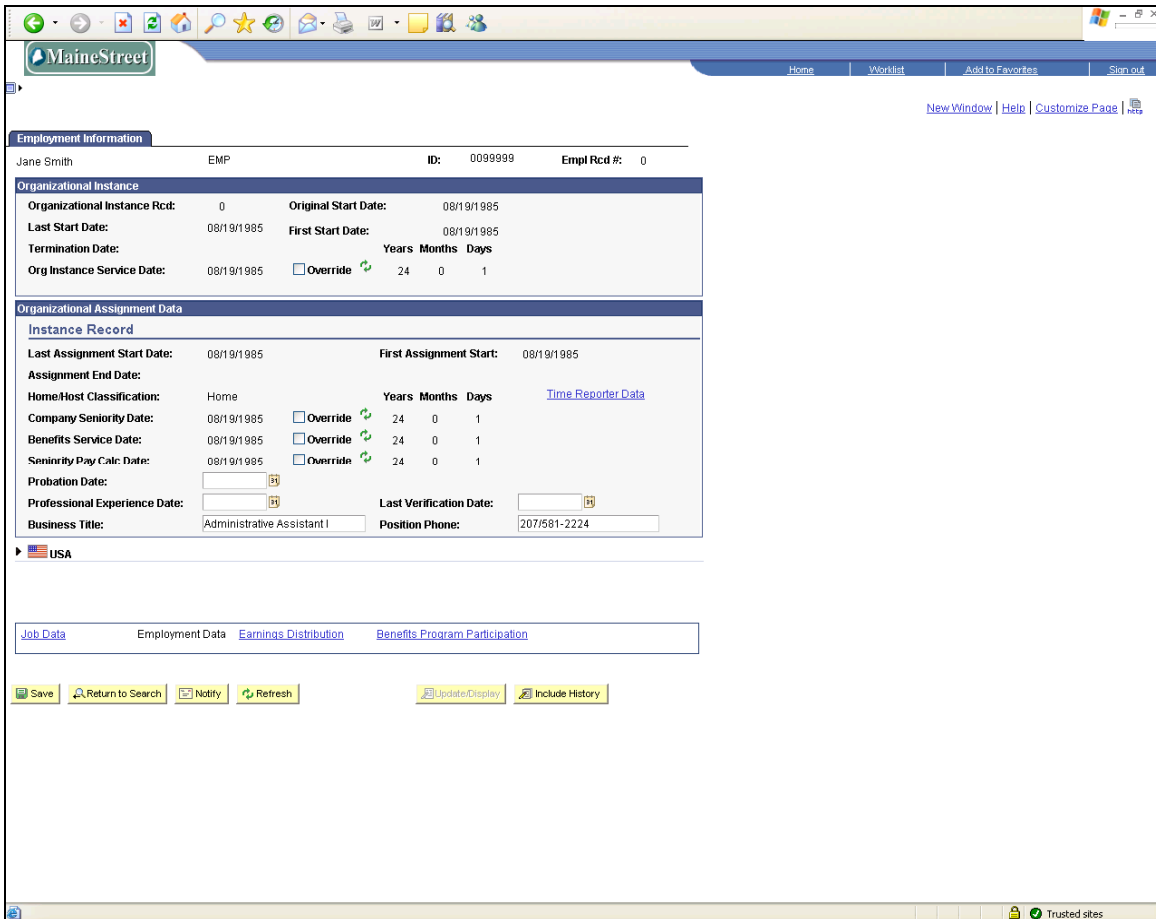
Step	Action
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19. Click the **Calculate Compensation** button to calculate the amounts in the Pay Rates section.

NOTE: This button must be clicked to save the empl rcd.



20. Click the **Employment Data** link.



Step	Action
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21. Click the **Time Reporter Data** link.





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The screenshot shows a web browser window with the 'MaineStreet' logo in the top left. The page title is 'Time and Labor Data' for 'Jane Smith'. The 'ID' is 0099999 and 'Empl Rcd #' is 0. The main form is titled 'Time Reporter Data' and contains the following fields and options:

- Effective Date:** 08/10/2008
- Time Reporter Status:** Inactive
- Send Time to Payroll:** (with sub-options for For Taskgroup and For Department)
- Time Reporter Type:** Elapsed, Punch
- Time Reporting Template:** ELAPSED (Salary and Hourly Elapsed Time), PUNCH (Punch time for Students)
- Time Period ID:** PSSUNSAT (Sunday to Saturday)
- Workgroup:** FT HOURLY (Full Time Coll Hourly)
- Taskgroup:** PSNONTASK (Non Task Taskgroup)
- Task Profile ID:** PSNONTASK (Non Task Profile)
- TCD Group:** (empty)
- Restriction Profile ID:** (empty)
- Rule Element 1-5:** (empty)
- Time Zone:** EST (Eastern Time)

Buttons at the bottom of the form include OK, Cancel, and Refresh.

Step	Action
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22.	Enter the Effective Date of the return to work.
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NOTE: Effective Date **MUST BE** the same effective date used in Job Data.

23.	Click the drop down arrow to select from the Time Reporter Status list.
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24.	Click the Active list item.
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Active

25.	Click the OK button.
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MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Employment Information

Jane Smith EMP ID: 0099999 Empl Rcd #: 0

Organizational Instance

Organizational Instance Rcd: 0 Original Start Date: 08/19/1985
 Last Start Date: 08/19/1985 First Start Date: 08/19/1985
 Termination Date: Years Months Days
 Org Instance Service Date: 08/19/1985 Override 24 0 1

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 08/19/1985 First Assignment Start: 08/19/1985
 Assignment End Date:
 Home/Host Classification: Home Years Months Days [Time Reporter Data](#)
 Company Seniority Date: 08/19/1985 Override 24 0 1
 Benefits Service Date: 08/19/1985 Override 24 0 1
 Seniority Pay Calc Date: 08/19/1985 Override 24 0 1
 Probation Date:
 Professional Experience Date: Last Verification Date:
 Business Title: Administrative Assistant I Position Phone: 207/581-2224

USA

[Job Data](#) Employment Data [Earnings Distribution](#) [Benefits Program Participation](#)

Step	Action
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26.	Click the Save button.
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27.	<u>Additional Information:</u>
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- Restart all Additional Pay as necessary.

- Employee can begin entering time into regular job.

- A Benefit Event will be created to re-enroll in leave plans to begin sic/vac accrual AND re-enroll in 403b/Employer Only (Plan Types 46 & 48) if necessary.

- Arrears will begin to be withheld from paychecks.

- Additional Pay will begin to be paid, if applicable.

28.	<u>End of Procedure.</u>
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