

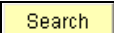




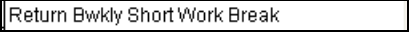










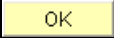



Short Work Break - Return to work

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 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. 
11.	Click the drop down arrow to select from the Action/Reason list. 
12.	Click the Return Bwkly Short Work Break list item from the Action/Reason list. 
13.	Click the Payroll tab. 
14.	Click the Look up Pay Group button. 
15.	Click the BWK or Biweekly item in the Pay Group List. 
16.	Click the Compensation tab. 

17.	<p>Update the updated rate into the Comp Rate field. This may include any pay increases due.</p> <p>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.</p>
18.	<p>Click the Default Pay Components button.</p> <p>NOTE: If step or wage schedule has changed, the updated amount will default into the comp rate field.</p> 
19.	<p>Click the Calculate Compensation button to calculate the amounts in the Pay Rates section.</p> <p>NOTE: This button must be clicked to save the empl rcd.</p> 
20.	<p>Click the Employment Data link.</p> 
21.	<p>Click the Time Reporter Data link.</p> 
22.	<p>Enter the Effective Date of the return to work.</p> <p>NOTE: Effective Date MUST BE the same effective date used in Job Data.</p>
23.	<p>Click the drop down arrow to select from the Time Reporter Status list.</p> 
24.	<p>Click the Active list item.</p> 
25.	<p>Click the OK button.</p> 
26.	<p>Click the Save button.</p> 
27.	<p><u>Additional Information:</u></p> <ul style="list-style-type: none"> - 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.	End of Procedure.
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