PAID LEAVE OF ABSENCE/SABBATICAL LEAVES

General Procedure

1) The procedures described in this section are for processing a sabbatical leave. An employee may be on one of the following types of sabbatical leave:

- Sabbatical with full salary
- Sabbatical with partial salary
- Sabbatical in residence with full salary

2) The procedure described in this section covers processing a paid leave of absence. An employee may be on a leave of absence for one of the following reasons:

- Pregnancy disability
- Family and Medical Leave
- Extended illness
- Government/Public service
- Professional development

Before processing any employee leaves online, make sure the Sabbatical/Leave of Absence form (UPAY 573-9) was previously completed by the employee and necessary approvals given.

Reminder: Use <F1 Help> for assistance in entering data.

To Begin ...

1. Access the Function Code Menu (BUND).

2. At the command line, type SABB to select Leave Bundle.
Type the ID number, name or social security number of the employee.
Current employee data is displayed on the ELVE-Leave of Absence Data screen.
ELVE (Leave of Absence Data)

Data Element Definitions
(required data elements are highlighted)

Leave of Absence Action Code:
Code indicating the type of leave being processed. <F1 Help>

Leave of Absence Begin Date:
Date the leave begins, in the format: mmddyy

Return:

Type:

Last Sabbatical Credit Balance:
Academic only.

Sabbatical Credit Date:
Academic only.

Sabbatical Credit Accrued:
Academic only.

Sabbatical Credit Accrued thru Date:
Academic only.

Sabbatical Credit Used:
Academic only.

Total Sabbatical Credit Balance:
Academic only.

Notes and Tips
- This screen allows for entry and update of all information related to an employee's leave, or sabbatical.
EAPP (Appts/Distributions)

Data Element Definitions
(required data elements are highlighted)

Appt:
Number that uniquely identifies an appointment and associated data.

Actions:
System-derived personnel action code indicating the type of hiring action in process. <F1 Help>

Pgm:
System-derived Personnel Program code. (Derived from the Title Code field.) <F1 Help>

Typ:
Code indicating the appointment type status associated with the appointment. Used to determine eligibility for health and/or welfare benefits. <F1 Help>

Bas:
Academic and/or partial-year career employees. Code indicating the number of months in a year the employee will work. <F1 Help>

Pd Ovr:
Academic employees only. Code indicating the number of months in the year over which the salary for the appointment will be paid. <F1 Help>

Appt Begin:
Date on which the employee's appointment is effective, in the format: mm/dd/yy.

Appt End:
Date on which the appointment is expected to end, in the format: mm/dd/yy. If the appointment is indefinite, enter 999999.

Notes and Tips
- This screen indicates the current appointments and distributions associated with the employee record.
- To end the current appointment and distribution assigned and start a new one:
  (note: If the employee is funded Sub 1, see Notes and Tips next page.)

1. Type: END-CURRENT on the command line.
2. Press Enter.
3. Type: ADD 30 to modify the screen.
EAPP (Appts/Distributions)

Data Element Definitions
(required data elements are highlighted)

Dur: Code indicating the expected duration of the appointment, if applicable. <F1 Help>

Dept: System-derived code indicating the department in which the employee has an appointment.

Title: Code indicating the classification title. <F1 Help>

Grade: Pay grade associated with the title code. <F1 Help> Executive pay grade values are alphabetic; MAP and A&PS pay grades are numeric; for Staff and Academic employees, leave blank.

% Full: The percentage of time the employee is expected to work in the appointment.

F/V: Code indicating whether the time the employee will work in the appointment is fixed (F) or variable (V) amount.

Ann/Hr Rate: System-derived value indicating the salary or hourly rate the employee earns.

Notes and Tips
- To end the current appointment and distribution if the employee is funded
  Sub 1:
  1. Tab to the Appointment Dur field.
  2. Type: *.
  3. Tab to the Distribution FTE field.
  4. Type: *.
EAPP (Appts/Distributions)

Data Element Definitions
(required data elements are highlighted)

Rt:
Code indicating whether the rate of pay is hourly, monthly, or
by agreement. <F1 Help>

Sch:
Code indicating the pay schedule on which the appointment will
be paid, either hourly or monthly. <F1 Help>

Time:
Code indicating the method for reporting time worked in the
appointment. <F1 Help>

Lv:
Code indicating the rate at which vacation and sick leave will
be accrued. (Press F1 to see valid codes, or F2 for extended
Help.)

Dist No:
Number uniquely identifying the payroll distribution associated
with the appointment.

L/Acct/Fund/Sub:
Code indicating the full accounting unit to which pay will be
charged for this appointment. <F1 Help>

FTE:
If applicable. The percentage of the budgeted position which the
distribution represents.

Dist %:
The anticipated percentage of time which is chargeable to the
account/fund.

Notes and Tips
EAPP (Appts/Distributions)

Pay Beg:
Date on which the pay should be charged to the account/fund, in the format: mm/dd/yyyy.

Pay End:
Date on which pay is expected to end for the full accounting unit, in the format: mm/dd/yyyy. If the distribution does not have an expected end date, leave blank.

St:
If applicable. The level with the pay range of the associated distribution pay rate.

OA:
If applicable. Code indicating whether the employee's distribution pay rate is above the maximum or below the minimum salary range for the title code. <F1 Help>

Rate/Amount:
The hourly, by agreement, or pay period amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. <F1 Help>

PRQ:
If applicable. Code indicating that the employee will have a perquisite amount deducted from total compensation (e.g., for meals or room). <F1 Help>

D:
For future use only.

F:
If applicable. Code indicating the type of Work Study Program that will partially fund the employee's pay. <F1 Help>

Notes and Tips
Update the employee database

1. Ensure you have completed all the required data elements on the last screen in the bundle.
2. Press [F5] Update to update the employee database with this employee record.
3. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete
   You are returned to the first screen in the bundle once the update is complete so you can begin another sabbatical action. To choose a different employee action, press F3 to return to the Function Code menu.
4. If the update is not successful, there are range/value consistency edit problems with the data you entered and the Consistency Edit (ECON) screen is displayed (see sample screen on the following page) listing all the data entry errors associated with this record.
Correcting Consistency Edit Problems (ECON)

If there are consistency errors, the update process will not be successful. The consistency edit (ECON) screen will be displayed. Review all error messages to determine appropriate action to be taken. You can correct errors directly on the ECON screen, or press <F3 Return> to return to the data entry screen to make the necessary corrections, or press <F2 Cancel> to cancel the update. If <F6 Next Msg> is appearing at the bottom of the screen, press F6 to display next error message. After you have received and/or corrected all error messages, press <F5 Update>.

Each message displayed on the ECON screen has an associated severity level.

<table>
<thead>
<tr>
<th>Consistency Edit Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**Msg # Severity Message Text**

00149 Rej INVAILD ATTEMPT TO EXPLICITLY SET CHECK DISPO TO 0

<table>
<thead>
<tr>
<th>DE Number</th>
<th>Key</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0201</td>
<td>0</td>
<td></td>
<td>CHECK DISP CODE</td>
</tr>
<tr>
<td>0225</td>
<td>122455</td>
<td></td>
<td>SF BANK ACCT #</td>
</tr>
<tr>
<td>0226</td>
<td>18</td>
<td>C</td>
<td>SF CHECK/SAVE</td>
</tr>
<tr>
<td>0227</td>
<td>1</td>
<td></td>
<td>SF PREMITTE END</td>
</tr>
<tr>
<td>0230</td>
<td>A1870</td>
<td></td>
<td>SF BANK KEY</td>
</tr>
</tbody>
</table>

U000? Final edit errors found

1=Help 2=Cancel 3=Cancel 4=Print 5=Update
LEAVES OF ABSENCE - LEAVE WITHOUT PAY, FURLough, CHANGE RETURN DATE

General Procedure

The procedure described in this section covers processing an unpaid leave of absence or change the status of the current unpaid leave of absence, for example, by returning early or extending the leave. An employee may be on a leave of absence for one of the following reasons:

- Pregnancy disability
- Extended illness
- Government/Public service
- Professional development
- Personal
- Workers' compensation
- Furloughs
- Military
- Special research
- Administration
- Family and Medical Leave

For all unpaid leaves over seven days, ensure that the necessary approvals are given.

To Begin ...  

1. Access the Function Code Menu (BUND).

2. At the command line, type LEAV to select Leave of Absence Without Pay. Type the ID number, name or social security number of the employee. Current employee data is displayed on the ELVE-Leave of Absence Data screen.
ELVE (Leave of Absence Data)

Data Element Definitions
(required data elements are highlighted)

Leave of Absence Action Code:
Code indicating the type of leave being processed. (Press <F1 Help> to see valid codes.)

Leave of Absence Begin Date:
Date the leave will begin/began, in the format: mmddyy.

Return:

Type:

Notes and Tips

- This screen allows for entry and update of all information related to an employee's leave.
EPER (Personnel - Miscellaneous)

Data Element Definitions
(required data elements are highlighted)

Next Salary Review Date:
Projected date on which the employee will be considered for a salary review, in the format: mmddyy.

Next Salary Review Type:
Code indicating the type of salary increase the employee will be eligible for at review time. (Press <F1 Help> to see valid codes)

Notes and Tips
- This screen allows entry and update of information that addresses the nature the employee's relationship to the University. Information such as Probationary Period, Salary Review Date, and Home Department is entered at this screen.
Update the employee database

1. Ensure you have completed all the required data elements on the last screen in the bundle.
2. Press [F5] Update to update the employee database with this employee record.
3. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete
   You are returned to the first screen in the bundle once the update is complete so you can begin another hire action. To choose a different employee action, press F3 to return to the General Action menu.
4. If the update is not successful, there are range/value consistency edit problems with the data you entered and the Consistency Edit (ECON) screen is displayed (see sample screen on the following page) listing all the data entry errors associated with this record.
Correcting Consistency Edit Problems (ECON)

If there are consistency errors, the update process will not be successful. The consistency edit (ECON) screen will be displayed. Review all error messages to determine appropriate action to be taken. You can correct errors directly on the ECON screen, or press <F3 Return> to return to the data entry screen to make the necessary corrections, or press <F2 Cancel> to cancel the update. If <F6 Next Msg> is appearing at the bottom of the screen, press F6 to display next error message. After you have received and/or corrected all error messages, press <F5 Update>.

Each message displayed on the ECON screen has an associated severity level.

<table>
<thead>
<tr>
<th>Message Number</th>
<th>Key</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td>0</td>
<td>CHECK DISP CODE</td>
</tr>
<tr>
<td>0223</td>
<td></td>
<td>123456</td>
<td>$F BANK ACCT #</td>
</tr>
<tr>
<td>0226</td>
<td></td>
<td>C</td>
<td>$F CHECK/BANK</td>
</tr>
<tr>
<td>0237</td>
<td></td>
<td>1</td>
<td>$F PREHOE INH</td>
</tr>
<tr>
<td>0239</td>
<td></td>
<td>A12700</td>
<td>$F BANK KEY</td>
</tr>
</tbody>
</table>

Each message displayed on the ECON screen has an associated severity level.