Leave of Absence with Pay (PA40)

Purpose

Use this procedure when an employee is taking a temporary leave from work and will continue to receive pay from the University during the leave of absence. The employee is expected to return to his/her position at the University at the end of the leave of absence. This procedure is not used when an employee retires or takes paid vacation time.

For example, Professor Jane Brown, who is currently employed at UNMC, is granted a one-year sabbatical to conduct research in South America. Jane will return to her position at UNMC at the end of the year and will continue to be paid by the University throughout her leave of absence.

Remember, this transaction allows you to change an employee's pay rate during the leave of absence. This is especially useful when employee's take longer leaves, such as a year-long sabbatical.

Prerequisites:

- Complete PAF form & acquire appropriate approval signatures.

Menu Path

Use the following menu path(s) to begin this transaction.

SAP Menu:

Human Resources ➔ Personnel Management ➔ HR Master Data ➔ Personnel Actions

Transaction Code:

PA40

Helpful Hints & Reminders:

When viewing a field definition table, use the following guidelines for reading the **R/O/C** column:

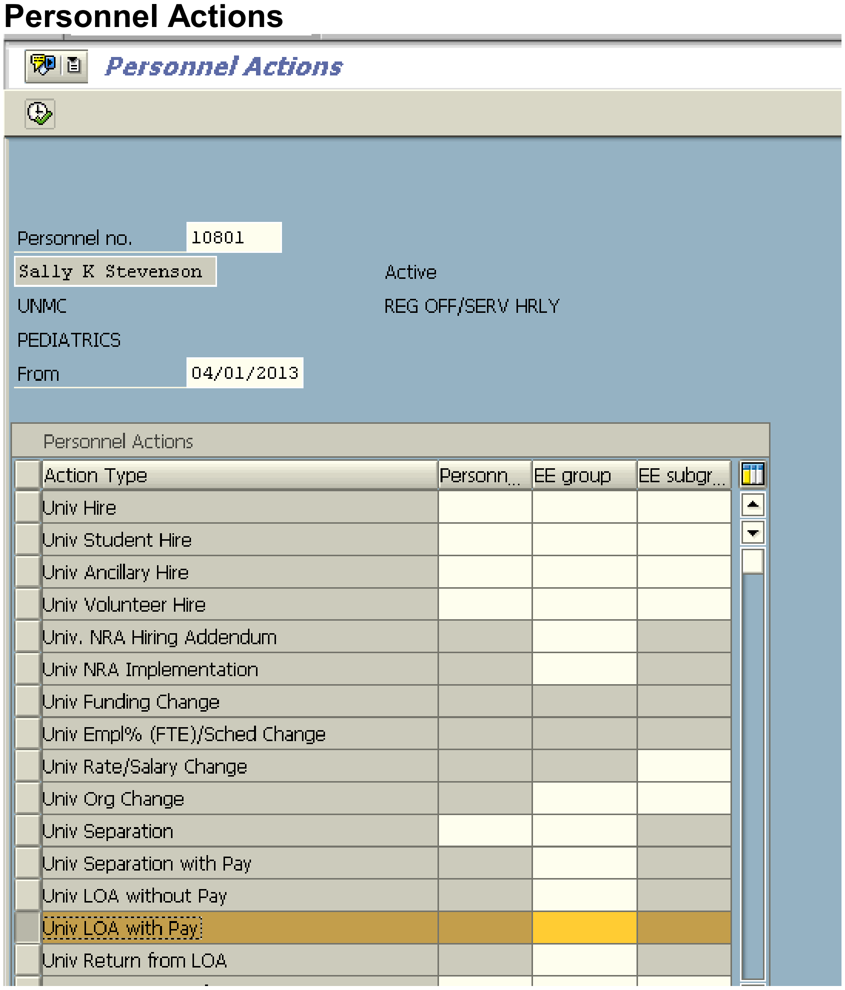
- **R** = Required
- **O** = Optional
- **C** = Conditional

- Do NOT page forward on any screen unless instructed to in the following pages.

Procedure

1. Start the transaction using the menu path or transaction code.

Personnel Actions



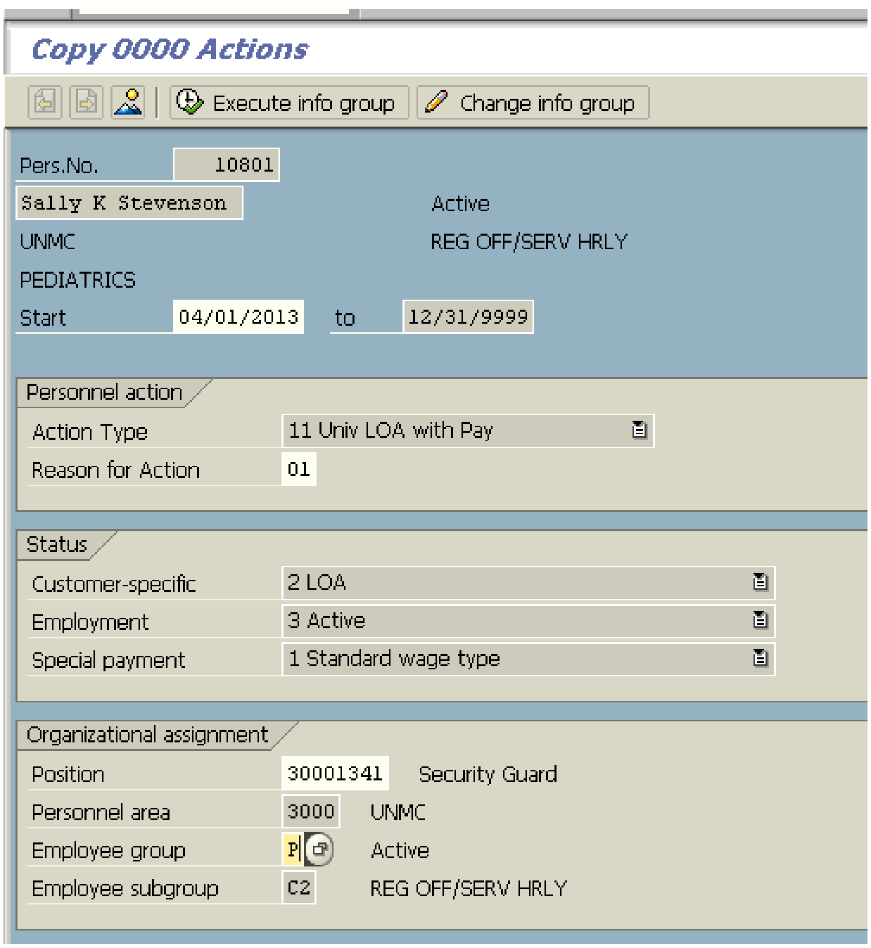
2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	Enter a personnel number. Example: 10801
From	R	Enter date leave is to begin. Example: 04/01/2013

3. Click the margin box beside Univ. LOA with Pay .

4. Click (Execute).

Copy 0000 Actions



Please make sure that you change the employee group to a **"P"** for LOA With Pay.

5. As required, complete/review the following fields:

Field Name	R/O/C	Description
Reason for Action	R	Enter 2-digit Reason for Action code. Example: 01
Employee group	R	Change to **P** for Leave of Absence with pay.

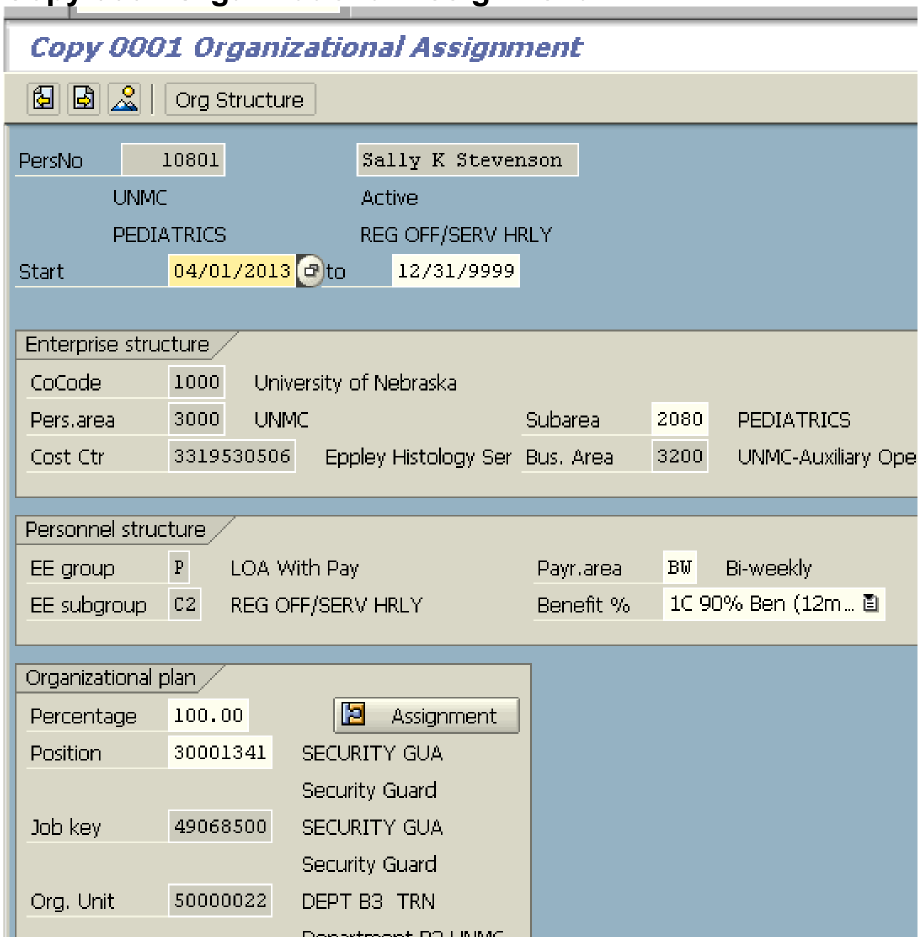
6. Click (Enter). Message '**Person and position have different employee groups/subgroups**' appears.

7. Click (Enter). Message '**Record valid from mm/dd/yyyy to 12/31/9999 delimited at end**' appears.

8. Click (Enter). If information entered is complete, message '**Save your entries**' appears on the message bar at the bottom of the screen.

9. Click (Save). If prompted with warning message(s), click (Enter) until you advance to the next screen and the message '**Record created**' appears.

Copy 0001 Organizational Assignment



If employee **only has one position**, skip step 10.

10. As required, complete/review the following fields:

Field Name	R/O/C	Description
Percentage	R	System defaults to 100%. If employee is assigned to more than one position then subtract 1.00 percent for each additional appointment to calculate the percentage you will enter in this field and then click Assignment. Example: 99.00 if employee has one additional paid position. 98.00 if employee has two additional paid positions. A pop-up box appears for assigning the employee to another position. Enter 1.00 percent for each additional paid position. Repeat this step until percentage totals 100%. Additional information on these appointments (e.g., Start and End dates, Budgeted Salary and Budgeted FTE) is maintained on IT 9001 Appointments screen.

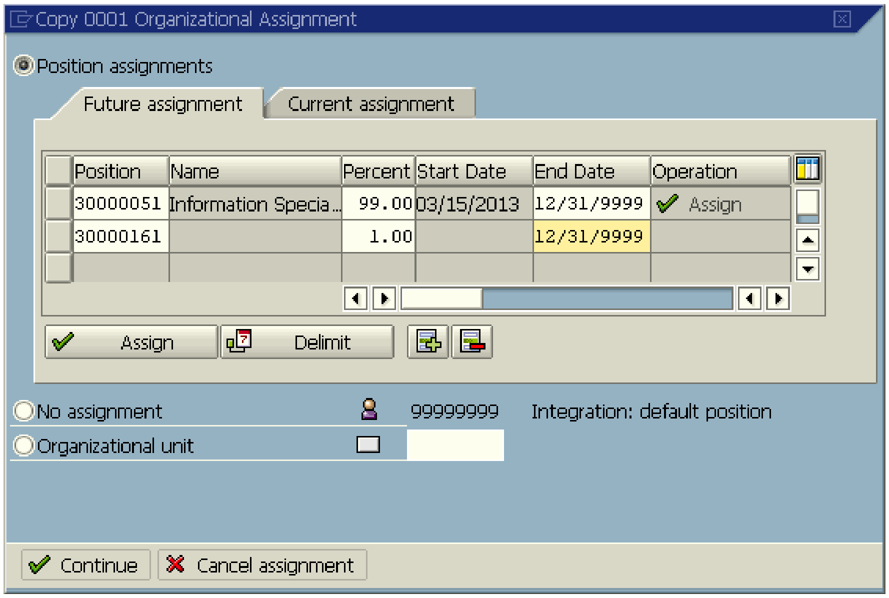
11. Click (Enter). Message '**Record valid from mm/dd/yyyy to 12/31/9999 delimited at end**' appears.

12. Click (Enter). If information entered is complete, message '**Save your entries**' appears on the message bar at the bottom of the screen.

13. Click (Save).

If employee has more than one position a pop-up box appears, allowing you to assign the employees additional position(s). If employee only has one position skip steps 14 and 15.

Copy 0001 Organizational Assignment



14. As required, complete/review the following fields:

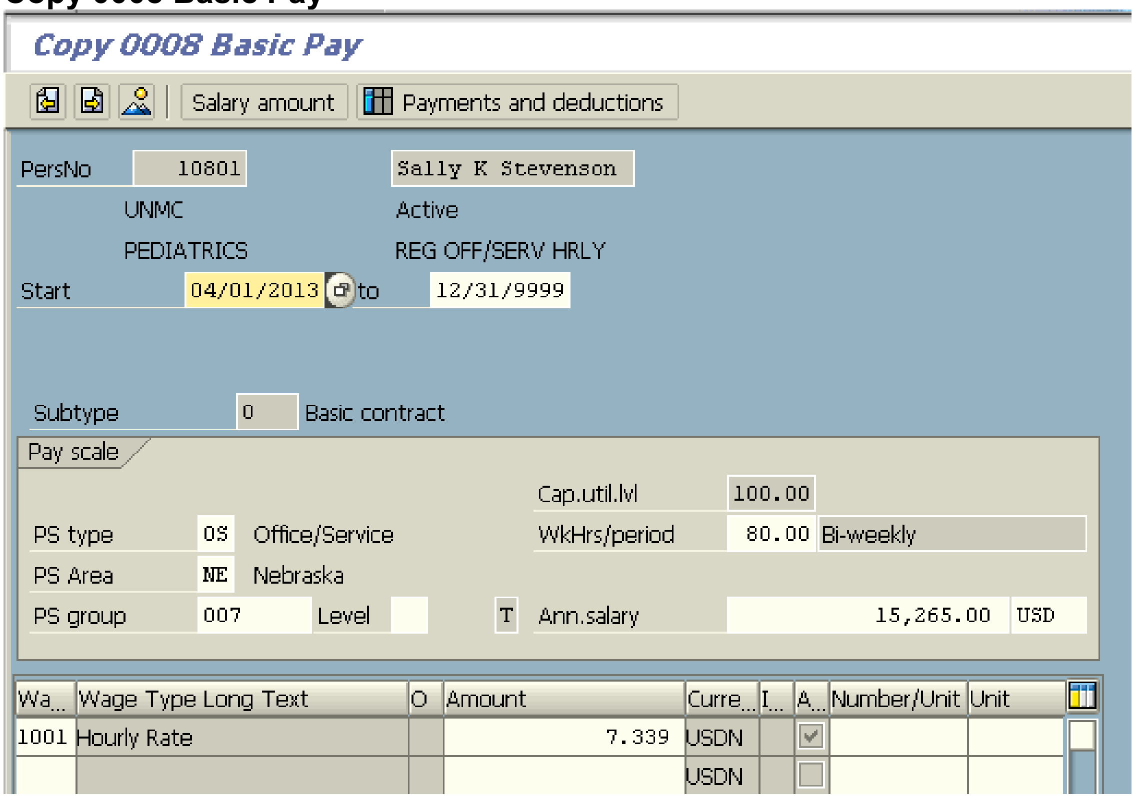
Field Name	R/O/C	Description
Position	R	Enter position number(s). Example: 30000161
Percent	R	Enter percentage of working time spent in second position. Example: 1.00
End Date	R	Enter 12/31/9999.

You will need to continue with this step until the percentage totals 100% for all positions for which employee is assigned. Additional information on these appointments is maintained on IT 9001 Appointments (i.e., Start/End Dates, Budgeted Salary and Budgeted FTE). If the employee is part-time (50%), they are assigned to one position and percentage would be 100.00. IT 0007 Planned Working Time is the infotype to define Employment Percent relative to their contract and IT 9001 Appointments is the infotype to define Budgeted FTE percent.

15. Click Continue.

If the **Relationships** screen appears click (Enter). If warning message(s) appear on the message bar at the bottom of the screen, click (Enter) until advanced to the next screen.

Copy 0008 Basic Pay



16. As required, complete/review the following fields:

Field Name	R/O/C	Description
Amount	C	Edit amount to reflect leave pay rate. If **PS type** is MP or OS, the rate of pay defaults to minimum rate of PS Group (salary grade). Even though the salary/wage defaults, re-type the amount to ensure that it processes correctly and is no longer tied to the wage table. Indirect value 'I' will not be overwritten unless amount is typed in, replacing the pay scale default value. For **salaried** employees – enter monthly salary. For **hourly paid** employees – enter hourly pay rate. If the employee has <u>more than one position</u>: For **salaried** employees – enter total pay for all positions. For **hourly paid** employees – enter hourly pay rate for the primary appointment.

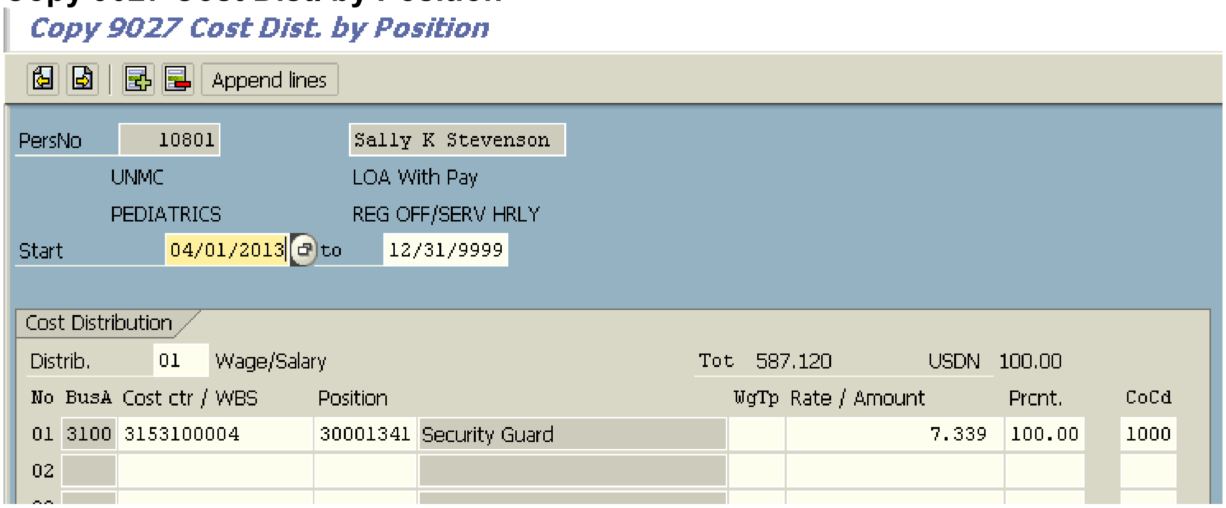
17. Click (Enter). Message '**Annual salary not within range**' appears. Ignore the message.

18. Click (Enter). Message '**Record valid from mm/dd/yyyy to 12/31/9999 delimited at end**' appears.

19. Click (Enter). If information entered is complete, message '**Save your entries**' appears on the message bar at the bottom of the screen.

20. Click (Save). If prompted with warning message(s), click (Enter) until you advance to the next screen and the message '**Record created**' appears.

Copy 9027 Cost Dist. by Position



If any lines need to be removed you MUST change the other lines percentage so they total to 100, first. Then for the line you want to delete, click the line number on the left and then click (Delete Line).

Review previous data for accuracy. If no information has changed skip step 21.

21. As required, complete/review the following fields:

Field Name	R/O/C	Description
Distrib.	C	Defaults to **01** for Wage/Salary.
Cost ctr/WBS	C	Enter/edit cost center/WBS elements associated with employee's pay and benefits.
Position	C	Enter/edit position number.
WgTp	C	Enter/edit appropriate wage type.
Rate / Amount	C	**Salaried employees** - enter monthly amount to be distributed to each applicable cost center by position. **Hourly paid employees** - enter hourly rate for position.

Field Name	R/O/C	Description
Prcnt.	C	**Salaried employees** - Click (Enter). Percent is calculated based on amount entered. **Hourly paid employees** - enter appropriate percent for distribution of employee's pay and benefits. Percent cannot be greater or less than 100.00.
CoCd	C	For all cost center/WBS elements, enter **1000**.

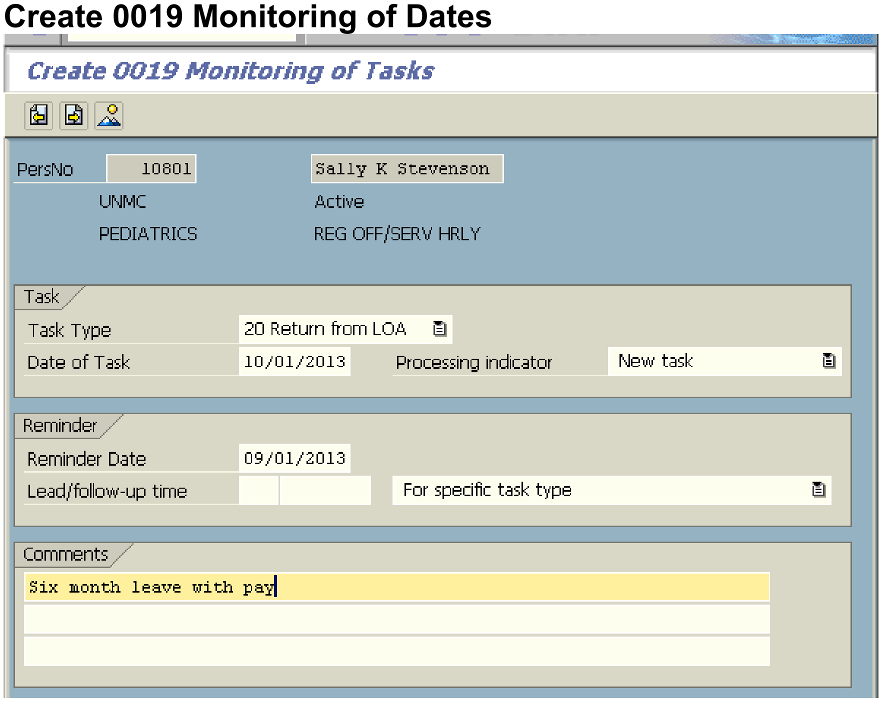
22. Click (Enter). Message '**Record valid from mm/dd/yyyy to 12/31/9999 delimited at end**' appears.

The **Tot** field indicates total monthly pay (for salaried) or hourly rate times 80 hours (for hourly paid). Also, total percent of 100.00 appears.

23. Click (Enter). If information entered is complete, message '**Save your entries**' appears on the message bar at the bottom of the screen.

24. Click (Save). If prompted with warning message(s), click (Enter) until you advance to the next screen and the message '**Record created**' appears.

Create 0019 Monitoring of Dates



25. As required, complete/review the following fields:

Field Name	R/O/C	Description
Task Type	R	Click (Drop-down) and select Return from LOA.
Date of Task	R	Enter anticipated return date. Example: 10/01/2013
Processing indicator	R	Click (Drop-down) to select processing task indicator. Example: New task
Reminder Date	C	Populates with the date 30 days prior to the Date/Deadline. Example: 09/01/2013
Comment	O	Enter appropriate comments in this free-form field.

26. Click (Enter). If information entered is complete, message '**Save your entries**' appears on the message bar at the bottom of the screen.

27. Click (Save). If prompted with warning message(s), click (Enter) until you advance to the next screen and the message '**Record created**' appears.

28. Click (Save). You will be returned to the Personnel Actions screen and the transaction is complete.

29. Scan your document(s) to the employee's ADIS record and assign them to the appropriate template, please see instruction guides under the "Appendix D ADIS Handbook" located in the HR SAP Resource Guide.