

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

The screenshot shows the 'Personnel Actions' screen. At the top, there is a title bar with a clock icon and the text 'Personnel Actions'. Below this, the employee's details are displayed: 'Personnel no. 10801', 'Sally K Stevenson', 'Active', 'UNMC', 'PEDIATRICS', 'REG OFF/SERV HRLY', and 'From 04/01/2013'. Below the details is a table titled 'Personnel Actions' with columns: 'Action Type', 'Personn...', 'EE group', and 'EE subgr...'. The table lists various actions, with 'Univ LOA with Pay' highlighted in orange.

Action Type	Personn...	EE group	EE subgr...
Univ Hire			
Univ Student Hire			
Univ Ancillary Hire			
Univ Volunteer Hire			
Univ. NRA Hiring Addendum			
Univ NRA Implementation			
Univ Funding Change			
Univ Empl% (FTE)/Sched Change			
Univ Rate/Salary Change			
Univ Org Change			
Univ Separation			
Univ Separation with Pay			
Univ LOA without Pay			
Univ LOA with Pay			
Univ Return from LOA			

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 .

4. Click  (Execute).

Copy 0000 Actions

Copy 0000 Actions

 Execute info group  Change info group

Pers.No. 10801

Sally K StevensonActive

UNMCREG OFF/SERV HRLY

PEDIATRICS

Start 04/01/2013 to 12/31/9999

Personnel action

Action Type11 Univ LOA with Pay

Reason for Action01

Status

Customer-specific2 LOA

Employment3 Active

Special payment1 Standard wage type

Organizational assignment

Position30001341Security Guard

Personnel area3000UNMC

Employee groupPActive

Employee subgroupC2REG OFF/SERV HRLY



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

Copy 0001 Organizational Assignment

Org Structure

PersNo 10801 Sally K Stevenson
 UNMC Active
 PEDIATRICS REG OFF/SERV HRLY
 Start 04/01/2013 to 12/31/9999

Enterprise structure

CoCode 1000 University of Nebraska
 Pers.area 3000 UNMC Subarea 2080 PEDIATRICS
 Cost Ctr 3319530506 Eppley Histology Ser Bus. Area 3200 UNMC-Auxiliary Ope

Personnel structure

EE group P LOA With Pay Payr.area BW Bi-weekly
 EE subgroup C2 REG OFF/SERV HRLY Benefit % 1C 90% Ben (12m...

Organizational plan

Percentage 100.00 Assignment
 Position 30001341 SECURITY GUA
 Security Guard
 Job key 49068500 SECURITY GUA
 Security Guard
 Org. Unit 50000022 DEPT B3 TRN
 Department B3 UNMC



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 . 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 .



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

Copy 0008 Basic Pay

 Salary amount  Payments and deductions

PersNo10801Sally K Stevenson

UNMCActive

PEDIATRICSREG OFF/SERV HRLY

Start04/01/2013to12/31/9999

Subtype0Basic contract

Pay scale

Cap.util.lvl100.00

PS type03Office/ServiceWkHrs/period80.00Bi-weekly

PS AreaMENEbraska

PS group007LevelTAnn.salary15,265.00USD

Wa...	Wage Type Long Text	O	Amount	Curre...	I...	A...	Number/Unit	Unit
1001	Hourly Rate		7.339	USDN		☒		
				USDN		☐		

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

Copy 9027 Cost Dist. by Position

Append lines

PersNo 10801 Sally K Stevenson
 UNMC LOA With Pay
 PEDIATRICS REG OFF/SERV HRLY
 Start 04/01/2013 to 12/31/9999

Cost Distribution

Distrib.	01 Wage/Salary		Tot	587.120	USDN	100.00	
No	BusA	Cost ctr / WBS	Position	WgTp	Rate / Amount	Prcnt.	CoCd
01	3100	3153100004	30001341 Security Guard			7.339	100.00
02							



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

Create 0019 Monitoring of Tasks





PersNo

10801

Sally K Stevenson

UNMC

Active

PEDIATRICS

REG OFF/SERV HRLY

Task

Task Type

20 Return from LOA 

Date of Task

10/01/2013

Processing indicator

New task 

Reminder

Reminder Date

09/01/2013

Lead/follow-up time

For specific task type 

Comments

Six month leave with pay

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.