










FE106.08_Updating Service History

Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Workforce Development menu. 
4.	Click the Faculty Events menu. 
5.	Click the Calculate Tenure menu. 
6.	Click the Create Tenure Data menu. 
7.	Enter the Employee ID into the Empl ID field. Enter " 0244827 ". Empl ID <input type="text" value="begins with"/> <input type="text"/>
8.	Press [Enter] or click Search .
9.	If recording a current leave of absence, verify through Job Data that the faculty member is on a Leave of Absence. Click the View Job Data button. 



Step	Action
10.	Verify the effective date of the Leave of Absence. Click the Close link. 
11.	Click the Service History tab. 
12.	Locate the year that you do not want to include in Service History and click the Include option for that year. This will deselect this option. 
13.	Click the Adjustment Reason list. 
14.	For an approved FMLA Leave of Absence, click the Adjustment list item. 
15.	Click the Notes button. 
16.	Enter why this year is not included in Service History in the Comment field. Enter " FMLA ". Comment 
17.	Click the OK button. 
18.	Click the Save button. 
19.	Click the Faculty Data tab. 
20.	This is how you can update Service History for a Faculty Member. End of Procedure.