










HR045.10: Placing an Employee on a Short Work Break

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Workforce Administration menu. 
4.	Click the Job Information menu. 
5.	Click the Job Data menu. 
6.	Populate the Empl ID field. Empl ID <input type="text" value="begins with"/> x
7.	Click the Search button. 
8.	In the Work Location section, click the Plus (+) icon. 
9.	Validate the Effective Date populated by the system and make any needed updates. Effective Date <input type="text" value="11/02/2016"/> x



Step	Action
10.	Click the Drop Down icon associated with the Action field. Action <input type="text" value="Conversion"/>
11.	Select Short Work Break from the list. <input type="text" value="Short Work Break"/>
12.	Click the Drop Down icon associated with the Reason field. Reason <input type="text"/>
13.	Select Short Work Break from the list. <input type="text" value="Short Work Break"/>
14.	Click the Save button. <input type="button" value="Save"/>
15.	You have successfully completed the Placing an Employee on a Short Work Break topic. End of Procedure.