

Short Work Break & Return from Work Break

INTRODUCTION		
Table of Contents	Short Work Break Description and Conditions	Page 1
	Academic Appointment – Academic Term Only	Page 2
	Academic Year Appointment – Academic & Summer Terms	Page 3
	Part-Time Appointment – Fall, Spring, & Summer Terms	Page 4

Description	<p>The Short Work Break (SWB) process describes the steps necessary to designate the End of a defined employment period (Academic, Semester, or Summer).</p> <p>In addition, the Short Work Break (SWB) Action moves the employee to a Non-Pay status to avoid over payment while not working.</p>
Conditions	<ol style="list-style-type: none"> 1. Previously, Practitioners managed Contracted periods with a Data Change Action and either a Begin or End Appointment Action Reason. 2. Unfortunately, this process kept the employee in an Active Status and required an HR Analyst to zero the employee compensation to avoid overpayment while not working. 3. The Short Work Break process replaces the above approach and assigns a 'W' Employee Status which suspends all Payroll activity. 4. With the 'W' Status there is no need to zero out the employee's compensation. 5. The Short Work Break period can range from '0' days up to Maximum '180' Days based on Institutional staff requirements. 6. A nightly batch process will automatically Terminate employees once their time on Short Work Break exceeds the 180-day threshold. 7. As employees on SWB approach the 180-day threshold, the Reports to manager will receive notification to re-evaluate the employee status. 8. To Return an employee from Short Work Break Practitioners must enter a Return from Work Break (RWB) Action with a Begin Appointment Action Reason.
Output Information	Job Data record in OneUSG Connect



PROCEDURES						
SECTION 1	Academic Appointment					
STEP 1.1	Hire a New Employee (Follow ‘Hire a New Employee’ Job Aid)					
	PATH: Workforce Administration > Personal Information > Biographical > Add a Person					
	<ul style="list-style-type: none"> Note: Biographical Data EFFDT must be less than or equal to the Current Date. (Cannot be future dated) 					
	NAME	EFFDT	SEQ	ACTION	REASON	EmplStatus
	John Doe	08/01/2017	0	HIR	NEW	A
STEP 1.2	Academic EE Works Academic Term Only - End / Begin					
	<ul style="list-style-type: none"> To End an Appointment, insert a new effective dated row and add Short Work Break Action. <ul style="list-style-type: none"> End Action Reason Options: BFA, BTA, PTP, or SWB To Begin an Appointment, insert a new effective dated row and add Return from Work Break Action. <ul style="list-style-type: none"> Begin Action Reason Options: ETA, EFA, EPP, or RWB 					
	NAME	EFFDT	SEQ	ACTION	REASON	EmplStatus
End Academic Term	John Doe	06/01/2018	0	SWB	EFA	W
Begin Academic Term	John Doe	08/01/2018	0	RWB	BFA	A



SECTION 2		Academic Appointment w/Summer					
STEP 2.1		Hire a New Employee (Follow ‘Hire a New Employee’ Job Aid)					
		PATH: Workforce Administration > Personal Information > Biographical > Add a Person					
		<ul style="list-style-type: none"> Note: <u>Biographical</u> Data EFFDT must be less than or equal to the Current Date. (Cannot be future dated) 					
		NAME	EFFDT	SEQ	ACTION	REASON	EmplStatus
		John Doe	08/01/2017	0	HIR	NEW	A
STEP 2.2		Academic Employee Who Works ALL Terms - End / Begin					
		<ul style="list-style-type: none"> To End an Appointment, insert a new effective dated row and add Short Work Break Action. <ul style="list-style-type: none"> End Action Reason Options: BFA, BTA, PTP, or SWB To Begin an Appointment, insert a new effective dated row and add Return from Work Break Action. <ul style="list-style-type: none"> Begin Action Reason Options: ETA, EFA, EPP, or RWB 					
		NAME	EFFDT	SEQ	ACTION	REASON	EmplStatus
End Academic Term	John Doe	06/01/2018	0	SWB	EFA	W	
Begin Summer Term	John Doe	06/01/2018	1	RWB	PTP	A	
End Summer Term	John Doe	08/01/2018	0	SWB	EPP	W	
Begin Academic Term	John Doe	08/01/2018	1	RWB	BFA	A	



SECTION 3		Part-Time Appointment				
STEP 3.1		Hire a New Employee (Follow ‘Hire a New Employee’ Job Aid)				
		PATH: Workforce Administration > Personal Information > Biographical > Add a Person <ul style="list-style-type: none"> Note: <u>Biographical</u> Data EFFDT must be less than or equal to the Current Date. (Cannot be future dated) 				
	NAME	EFFDT	SEQ	ACTION	REASON	EmplStatus
	John Doe	08/01/2017	0	HIR	NEW	A
STEP 3.2		P/T Employee Who Works ALL Terms - End / Begin				
		<ul style="list-style-type: none"> To End an Appointment, insert a new effective dated row and add Short Work Break Action. <ul style="list-style-type: none"> End Action Reason Options: BFA, BTA, PTP, or SWB To Begin an Appointment, insert a new effective dated row and add Return from Work Break Action. <ul style="list-style-type: none"> Begin Action Reason Options: ETA, EFA, EPP, or RWB 				
	NAME	EFFDT	SEQ	ACTION	REASON	EmplStatus
End Fall	John Doe	01/01/2018	0	SWB	EPP	W
Begin Spring	John Doe	01/01/2018	1	RWB	PTP	A
End Spring	John Doe	06/01/2018	0	SWB	EPP	W
Begin Summer	John Doe	06/01/2018	1	RWB	PTP	A
End Summer	John Doe	08/01/2018	0	SWB	EPP	W
Begin Fall	John Doe	08/01/2018	1	RWB	PTP	A

