Sabbatical Entry

Sabbaticals are leaves that may be requested by eligible faculty. Sabbaticals are granted for either one semester or for the academic year. When individuals are on sabbatical, they are compensated at one-half salary (50%) and full benefits. The salary during the leave is based on the faculty member's regular University salary at the time the leave is initiated. Refer to the Administrative policy on Faculty Development Leaves for more information on sabbaticals.

This job aid provides the steps required to place employees on sabbatical and return them from sabbatical as well as how to handle a 9 or 10-month faculty member who is paid over a 12-month period. The following HRMS areas are involved with entering sabbaticals: Appointment Entry, Additional Pay, and Payroll (Absence Mgmt). Remember appointment updates can be entered up to 30 days in advance.

SABBATICALS FOR 9-MONTH APPOINTMENTS PAID OVER 9 MONTHS

### Beginning of Payroll Fiscal Year

<table>
<thead>
<tr>
<th>Mid-June</th>
<th>Late August</th>
<th>Mid-January</th>
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<tr>
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#### Appointment Entry: Job Data

- Enter Merit*
- Enter Paid LOA
- Return from LOA or Enter Paid LOA
- Return from LOA

#### Absence Management

- Enter Sabbatical
- Verify Sabbatical End Date or Enter Sabbatical
- Verify Sabbatical End Date

#### CONDITIONAL ENTRY: ADDITIONAL PAY

- Enter SLB Earnings (if applicable)

*Annual merit increases should always be entered BEFORE the sabbatical is entered as it impacts the rate of pay.

**STARTING A SABBATICAL**

**APPOINTMENT ENTRY: JOB DATA**

1. Navigate to Job Data: Main Menu > Workforce Administration > Job Information > Job Data
2. On the search page, enter the employee's Empl ID into the Empl ID field and click <Search>.
3. Select the employee record for the employee's primary job, if there is more than one listed.
4. On the Work Location tab in Job Data, click the plus sign to add a new row.
5. In the Effective Date field, enter the date the sabbatical leave begins. Ideally, this is the beginning of a payroll period.
Sabbatical Entry (cont.)

6. Click the Action field drop-down and select “Paid Leave of Absence.”
7. Click the Reason field drop-down and select “Paid Leave of Absence.”
8. In the Expected Return Date field, enter the date the employee is expected to return to work. Ideally, this is the end of a payroll period. Refer to the calendars on the OHR website to determine the semester or academic year end date.
9. Click <Save>.

ABSENCE EVENT PAGE

1. Navigate to the Absence Event page: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event
2. On the search page, enter the employee's Empl ID into the Empl ID field and click <Search>.
3. On the Absence Event page, click <+> to add a new row, if needed.
4. Click the lookup next to the empty Absence Take field.
5. Select “Excused Paid.”
6. In the Begin Date and End Date fields, enter the effective date and the day prior to the expected return date that was used on the Job Data page.
7. Click the <Details> link.
8. On the Absence Event Input Detail page, click the Absence Reason lookup.
9. Select “SBS Sabbatical.”
10. In the Absence Begin/End Date section of the page, click the Partial Days field drop-down.
11. Select “All Days.” The All Days are Half Days checkbox is displayed.
12. Select the All Days are Half Days checkbox.
13. Scroll to the bottom of the page and click <OK>.
15. Click the lookup next to the empty Absence Take field.
17. Repeat steps 6-13.
18. On the Absence Event page, click <Save>.
Sabbatical Entry (cont.)

ADDITIONAL PAY – EARNING (IF APPLICABLE)

1. Navigate to the Additional Pay page: **Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

2. Refer to the “Additional Pay Instructions” job aid to enter an additional pay using the following values for fields on the **Additional Pay** page.

   - **Earnings Code**  
     -SLB Sabbatical Additional Funds

   - **Effective Date**  
     - The same effective date you entered in job data. (Ideally this is the beginning of a payroll period.)

   - **Additional Seq Nbr**  
     - 1, if this is the first SLB additional pay, or increment the last number by 1.

   - **End Date**  
     - The same effective date you entered in **Expected Return Date** in **Job Data**. (Ideally this is the ending of a payroll period.) This is required so the additional pay does not continue after the employee returns from sabbatical.

   - **Earnings**  
     - Enter the amount of the additional pay that the employee will receive each paycheck.

   If the Effective Date or End Date is NOT at the beginning of a pay period for SLB, Additional Sabbatical Funds earn code, follow the instructions in the “Additional Pay Instructions” job aid as proration may occur.

**ENDING A SABBATICAL**

**APPOINTMENT ENTRY: JOB DATA**

1. Navigate to Job Data: **Main Menu > Workforce Administration > Job Information > Job Data**

2. On the search page, enter the employee’s Empl ID into the **Empl ID** field and click <Search>.

3. Select the employee record for the employee’s primary job, if there is more than one listed.

4. On the **Work Location** tab in **Job Data**, click the plus sign to add a new row.

5. In the **Effective Date** field, enter the date the sabbatical leave ends. Ideally, this is the ending of a payroll period.

6. Click the **Action** field drop-down and select “Return from Leave.”
Sabbatical Entry (cont.)

7. Click the **Reason** field drop-down and select “Return from Leave.”

8. Click **<Save>**.

**ABSENCE EVENT PAGE**

1. Navigate to Absence Event page: **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event**

2. Verify the dates of the sabbatical to confirm it has ended.

**ADDITIONAL PAY – EARNING (IF APPLICABLE)**

1. Navigate to Additional Pay page: **Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

2. Verify the dates of the additional pay to confirm it is set to end and no overpayments will occur. Consult the “Additional Pay Instructions” job aid regarding dates and proration.

**SABBATICALS FOR 9 AND 10-MONTH APPOINTMENTS PAID OVER 12 MONTHS**

In June, the individual is not officially on sabbatical until August, but the salary must be reduced from May to June since the pay would normally last 12 months. This unique situation requires early entry of the sabbatical so the pay is calculated correctly.

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