

Title	White Paper on Sabbaticals
Version	1.0
Date	01/28/2010
Created by	Minder
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Process Owner	Janice Minder, Director – Human Resources, SDBOR
Dept/Division	Human Resources
Processes	Not Applicable

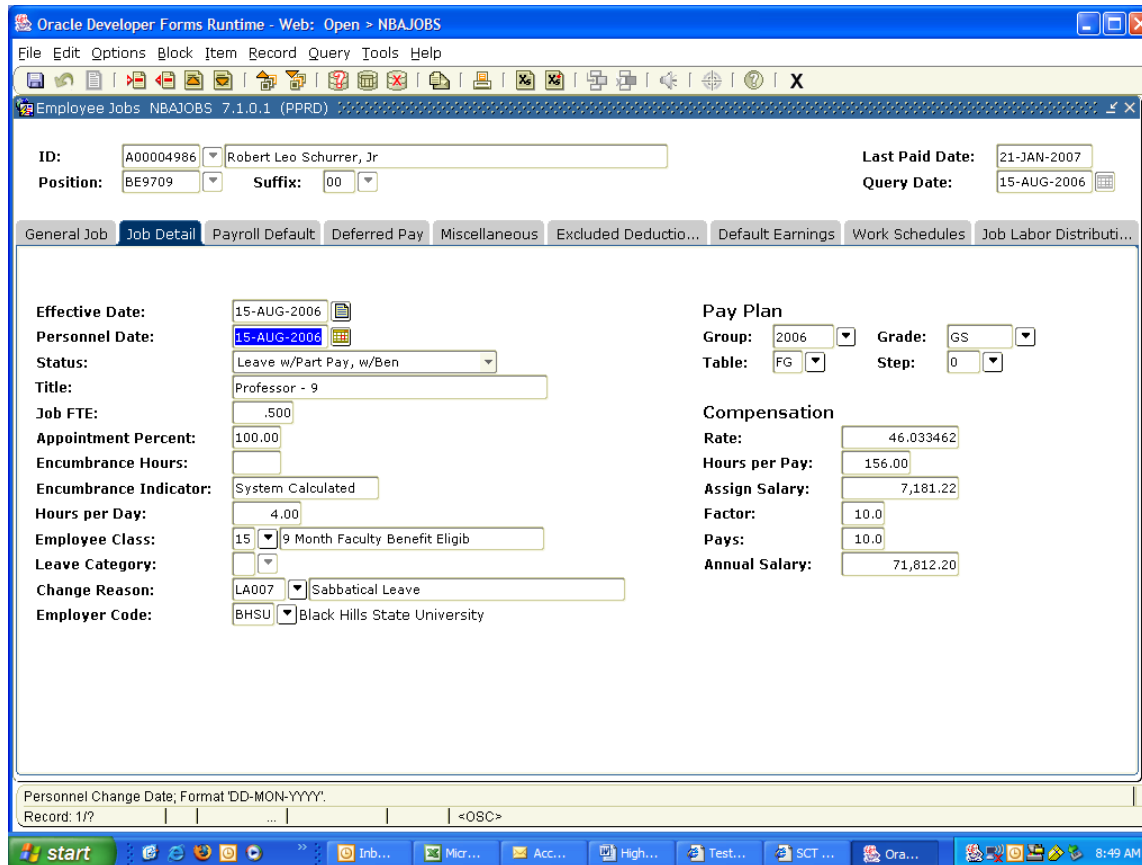
SABBATICALS

There are two forms of Sabbaticals that may be utilized by employee/employer (Partial Pay or Full Pay). If the employee is on a Sabbatical for more than 90 days (which most are), then end users will need to complete the following.

a. Sabbatical on a Partial Pay

- i. Go to NBAJOBS
- ii. Go to Job Detail Tab
- iii. Go to Option and Select 'add a new effective date'
- iv. Enter the first day of the sabbatical with partial pay
- v. Select Save
- vi. Go to Status and select Leave w/Part Pay, w/Ben
- vii. If circumstances are needed, change FTE, change Hours Per Day (HOL).
- viii. Note: Do not change the Compensation data as this will be calculated based on the use of the status Leave w/Part Pay, w/Ben.
- ix. Save
- x. Exit

See example below.



Oracle Developer Forms Runtime - Web: Open > NBAJOBS

File Edit Options Block Item Record Query Tools Help

Employee Jobs NBAJOBS 7.1.0.1 (PPRD)

ID: A00004986 Robert Leo Schurrer, Jr. Last Paid Date: 21-JAN-2007
Position: BE9709 Suffix: 00 Query Date: 15-AUG-2006

General Job **Job Detail** Payroll Default Deferred Pay Miscellaneous Excluded Deductio... Default Earnings Work Schedules Job Labor Distributi...

Effective Date: 15-AUG-2006
Personnel Date: 15-AUG-2006
Status: Leave w/Part Pay, w/Ben
Title: Professor - 9
Job FTE: .500
Appointment Percent: 100.00
Encumbrance Hours:
Encumbrance Indicator: System Calculated
Hours per Day: 4.00
Employee Class: 15 9 Month Faculty Benefit Eligib
Leave Category:
Change Reason: LA007 Sabbatical Leave
Employer Code: BHSU Black Hills State University

Pay Plan
Group: 2006 Grade: GS
Table: FG Step: 0

Compensation
Rate: 46,033462
Hours per Pay: 156.00
Assign Salary: 7,181.22
Factor: 10.0
Pays: 10.0
Annual Salary: 71,812.20

Personnel Change Date; Format 'DD-MON-YYYY'.
Record: 1/? <OSC>

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b. Sabbatical on a Full Pay

- i. Go to NBAJOBS
- ii. Go to Job Detail Tab
- iii. Go to Option and Select 'add a new effective date'
- iv. Enter the first day of the sabbatical with partial pay
- v. Select Save
- vi. Go to Status and select Leave w/Full Pay, w/Ben
- vii. If circumstances are needed, change FTE, change Hours Per Day (HOL).
- viii. Note: Do not change the Compensation data as this will be calculated based on the use of the status Leave w/Part Pay, w/Ben.
- ix. Save
- x. Exit