Academic and Graduate Online Renewal & Short Work Break
Business Process Guide

A guide demonstrating how to return Faculty/Academic professionals (ACD pay group) & Graduates from Short Work Break
Contents

Academic Appointments & the Short Work Break Process ......................................................... 3
Preparation: .............................................................................................................................. 4
  Security Roles that you will need .......................................................................................... 4
  How to apply for these roles ............................................................................................... 4
  Access these roles will provide ........................................................................................... 5
    Position Management Security Roles ............................................................................. 5
    Online Renewal Security Roles ..................................................................................... 5
Before You Start: .................................................................................................................... 6
  Department Procedures ....................................................................................................... 6
    Required Documentation .................................................................................................... 6
How to Renew Employees on Short Work Break .................................................................... 6
The Renewal Page ................................................................................................................... 7
Step By Step: ............................................................................................................................ 8
  Navigating to the Renewal Pages ....................................................................................... 8
    Submission Page ................................................................................................................ 8
    Approval Page ................................................................................................................... 9
Searching for a Renewal Page to Process .................................................................................. 10
  Refining Your Search .......................................................................................................... 10
Renewal Page .......................................................................................................................... 13
  Expected Job End Date Field ............................................................................................. 13
Reviewing Position Data .......................................................................................................... 14
  Position Changes ................................................................................................................ 15
Expanding the Renewal Page .................................................................................................... 15
Renewal Submission Page ....................................................................................................... 16
  Renewal tab ........................................................................................................................ 16
Submitting Renewals ............................................................................................................... 17
Marking an Employee as Reviewed .......................................................................................... 22
  Reviewed Tab and Turning Review Status Off .................................................................... 23
    Submitted tab ..................................................................................................................... 24
Approving Renewals ............................................................................................................... 25
Returning a Renewal ............................................................................................................... 27
Reviewing/Resubmitting Returned Employees .......................................................................... 28
Nightly Renewal and Return from Work Break Programs ....................................................... 30
Reviewing Job .......................................................................................................................... 31
Backdating Transactions ......................................................................................................... 33
Erroneous Transactions .......................................................................................................... 33
Academic Appointments & the Short Work Break Process

The online renewal and short work break processes are used to begin and end the payroll for Faculty, Academic Professionals, Post-Doctoral Scholars and Graduates Students who are on an academic year appointment. Faculty, Academic Professionals, Post-Doctoral Scholars and Graduates Students who are on an appointment will have a specific start date (*Effective Date) and end date (Expected Job End Date) corresponding to the employee’s appointment period. Departments should provide renewed employees with a written confirmation of their appointment. All start and end dates must coincide with a pay period start and end date. The appointment periods are established for each fiscal year and will be slightly different depending on where the pay period begin and end dates resides in relationship to the actual academic start dates.

An employee on an academic appointment will begin getting paid as of the start date entered on their employee record (i.e. job data record or job record) if the data was processed in time for the payroll processing for that pay period.

The employee’s pay will end when their expected job end date is reached. An ACD, FSW or GRD employee will have an end date on their primary job record indicating when that academic appointment will end. This is the Expected Job End Date. When the Expected Job End Date is reached an automatic process will run to place the employee on Short Work Break. When the employee is on Short Work Break their Payroll Status is changed to Short Work Break. This stops the employee from continuing to receive pay. In this HR Status, the employee remains Active, retaining access to their benefits (during pre-collected summer months), email/computer accounts, parking, etc.

Online Renewal Process

This process is the front-end renewal process used to return Faculty/Academic Professionals in the ACD pay group (9 month contract being paid over 9 months), FSW Faculty/ Academic Professional summer jobs and GRD Graduates who are currently in a Short Work Break status or have an expected job end date within the current academic session from a Short Work Break to an active Payroll status. Once an employee’s job record is placed on Short Work Break the job record must be Returned from Work Break in order for the employee to start receiving pay on that job record again. The Online Renewal pages are available for you to renew all or some of your employees who are currently on short work break or will be going on short break at the end of the current academic session. You will have the ability to indicate a start date (date in which the employee will be returned from short work break), the new pay frequency, the new appointment period, and the new appointment period salary on the renewal page. The renewal process will be available for use if your employee meets all three of these requirements:

1. Current Employee – on Short Work Break or with expected job end date in the current session
2. Working in the same department
3. Pay Group – ACD, GRD or FSW
Employees currently on Short Work Break should have a Payroll Status of **Short Work Break** in job data:

Faculty, Academic Professionals & Graduate jobs in an **Active Status** will only be available on the renewal page if the employee has an expected job end date within the current renewal session (i.e. Spring Renewal starts 11/10/2015 - employee must have an expected job end date between 12/20/2015-5/08/2016).

**Preparation:**

**Security Roles that you will need**
Each procedure (Position Management and Online Renewal) requires specific roles in order to complete the necessary transactions.

To check what roles you currently have, login to PeopleSoft (https://hrsa.oasis.asu.edu) Navigate to ASU Customizations > ASU Security > Manage Security Requests>MySecurity Access Roles

**How to apply for these roles**
The security roles should be requested and granted according to the department’s internal business processes within PeopleSoft. Some users may have several security access roles, while others within the department may have less.
Access these roles will provide
Here are the roles that you or someone within your department will need in order to start the process.

Position Management Security Roles

HCM Dept Financial Mgr: Provides you with the ability to update the funding that is associated with a position number.

HCM Dept Position Manager: Provides you with the ability to review and create a new position number or modify a currently active position number.

Online Renewal Security Roles

ASU Renewal Submission: Provides you with the ability to submit and review (not approve) online renewal requests for employees in the GRD, ACD and FSW pay groups who are currently on Short Work Break or have an expected job end date within the current academic session. The ASU Renewal Submitter is the only role that will have the ability to update the renewal data.

ASU Renewal Approval: Provides you with the ability to approve or return submitted renewal requests. The ASU Renewal Approval role does not have the ability to update the submitted data. All changes are now made by the ASU Renewal Submitter. The ASU Renewal Approver will have view-only access to the ASU Renewal Submission pages.

Each department will need to have at least one person assigned with the **ASU Renewal Submission** role and another assigned with the **ASU Renewal Approver** role in order to process the renewal requests. It is recommended that you have both a backup Submitter and Approver for each area.

** You can have both roles because the system prevents any one person from being both the submitter and approver on a given transaction.
Before You Start:

Department Procedures
This training guide has been created to instruct departments on how to process actions after they have completed all of the preliminary work within their department. Departments should follow their current internal business processes to obtain internal approvals and to determine an appropriate recruiting method. Typically, this may include coordinating with the Primary Business Officer within your Dean’s office.

Required Documentation

Faculty/Academic Professional/Post-Doctoral/Graduate Renewals
In order to keep the employee files up to date, the Office of Human Resources requires a signed copy of the employee’s Offer Letter/Memorandum/Notice of Appointment. Approval documentation, such as offer letters, should be maintained by the department and does not need to be provided to Data Management in order to process a renewal. Approval of a renewal by a user with the security role of ASU Renewal Approver provides the necessary authorization for the system to process the request.

How to Renew Employees on Short Work Break

Please use the following guide to help you determine how to renew your employees in PeopleSoft. There are several different situations that will determine which process to use to renew an employee in PeopleSoft. Because staff and student workers do not go on Short Work, Break, this process does not apply to them.

Faculty and Academic Professionals in the A12 pay group are placed on the pay frequency “B” (bi-weekly) with NO expected job end date. If your A12 Faculty or Academic Professional will not be returning for the upcoming academic year, the department will need to process a termination or work with the Benefits Department to place the employee on a Leave of Absence or Hold (depending upon the circumstances). In order for a Faculty, Academic Professional or Post-Doctoral Scholar to change their pay option from A12 to ACD, or vice versa, s/he must complete the Pay Option form located on the HR website under HR Forms. The Pay Option change elections may only be made once per fiscal year. In order to elect the Pay Option of A12, both the position and employee must qualify. These changes are made each year at the beginning of the fiscal year.
The Renewal Page
The online renewal pages have been updated to include the following changes:

- Separate Submission and Approval Renewal Pages
- Submitter and approver cannot be the same person on any given transaction.

ASU Renewal Submission Page

- Renewal, Reviewed and Submitted tabs have been added to the Submission Page.
- Renewal data can only be updated by the ASU Renewal Submitter and once submitted the data can only be modified if the ASU Renewal Approver returns the submitted data back to the ASU Renewal Submitter.
- Employees can be marked as reviewed to indicate that the department does not wish to currently renew the given employee.
- In addition to short work break, employees with expected job end dates within the current session will be available for renewal prior to being placed on short workbreak.
- Salary changes are available with an added HR Review step.
- An FTE Chg (FTE Change) checkbox has been added so that departments can indicate if a salary change is due to a change in FTE. This checkbox does not have any effect on the employee’s FTE. Any FTE changes must be submitted through a PTR.
ASU Renewal Approval Page

- An ASU Renewal Approver has the ability to either approve an online renewal submission or to return it to the submitter.

- Approvers have view access to the ASU Renewal Submission page.

- Approvers do not have access to change submitted data - Start Date, New Frequency, and New Salary are grayed out on the Approval page.

Step By Step:

Navigating to the Renewal Pages

Step 1: From the Main Search Menu in PeopleSoft, Go to ASU Customizations > ASU HCM Custom > ASU HR > ASU HR Renewal.

Note: Although the security roles for online renewal (both the ASU Renewal Submitter and ASU Renewal Approver) are available for request throughout the year, the online renewal pages are only open for approximately two months each academic term. If you do not see the ASU HR Renewal pages, please verify that you have received the correct security roles. If you are still unable to access the ASU HR Renewal pages, please contact Data Management (datamanagement@asu.edu).

Submission Page

ASU Customizations > ASU HCM Custom > ASU HR > ASU HR Renewal > ASU Renewal Submission
Approval Page

ASU Customizations > ASU HCM Custom > ASU HR > ASU HR Renewal > ASU Renewal Approval

*Note: If you only have the Approval security role, you will have view-only access to the ASU Renewal Submission page. If you have both the Submission and Approval security roles you will have full access to both the ASU Renewal Submission and ASU Renewal Approver pages, however you will only be able to either submit or approve for a given transaction.
Searching for a Renewal Page to Process

Step 2: Enter your Dept and click Search. The first letter of the department code will be required for searching. If ALL fields are left blank the search will not process.

Note: A department code may be listed multiple times if there are employees in the ACD, GRD and/or FSW pay groups within the department. Each pay group within that department will need to be selected separately in order to process renewals for an entire department.

Refining Your Search

Your search can be limited to first 3 digits of the department code (i.e. B17) in order to pull up all departments within a VP area. You can also search by Pay Group (ACD, GRD or FSW) or by the department description. You may refine your search criteria by including a combination of search fields such as Department plus Pay Group or Department plus (academic) Term, etc. The searches will be limited to the department codes that you have security access to review.
The search can also be filtered by the (academic) **Term**. This will display all pay groups within your department that are available for processing during the academic term selected. The (academic) term is the semester for which you will be processing renewals:

- **Summer 1**: Summer Session for Academic SUM/WTR & Graduate Jobs
- **Fall**: Fall Session for Academic & Graduate jobs
- **Spring**: Spring Session for Academic & Graduate jobs

*Summer 2 and Winter are offered in the term drop down, but are not in use anymore.*

Note: If you select a **Term** which is not currently available for processing, you will receive an error message “No matching values found.” The online renewal process will open prior to the beginning of the upcoming academic session. Your online renewals must be submitted and approved **prior to payroll lockout for the pay period you are returning them**. If you missed the deadline, you must process a PTR or the employee will not be paid. Once the online renewal period for a term/session has closed no further renewals may be processed for that session.
**Step 3:** Select the search result record that you wish to renew.
Renewal Page
The renewal page will list employees within the department code/Pay group selected on the search page. The Renewal Tab will display a record for each employee containing the frequency “Cur Freq”, salary “Cur Salary”, current expected job end date Expected End Date & pay group “Group” that is currently listed in job data.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Cur Freq</th>
<th>Cur Salary</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASU09</td>
<td>4,500,000</td>
<td>ACD</td>
</tr>
<tr>
<td>2</td>
<td>ASU09</td>
<td>5,000,000</td>
<td>ACD</td>
</tr>
<tr>
<td>3</td>
<td>ASU10</td>
<td>4,500,000</td>
<td>ACD</td>
</tr>
<tr>
<td>4</td>
<td>ASU10</td>
<td>3,600,000</td>
<td>ACD</td>
</tr>
<tr>
<td>5</td>
<td>ASU05</td>
<td>4,500,000</td>
<td>ACD</td>
</tr>
<tr>
<td>6</td>
<td>ASU02</td>
<td>2,400,000</td>
<td>ACD</td>
</tr>
<tr>
<td>7</td>
<td>ASU10</td>
<td>3,600,000</td>
<td>ACD</td>
</tr>
</tbody>
</table>

Expected Job End Date Field
The Expected End Date field will indicate when your employee will be placed on short work break. Employees who are not currently in short work break but have an expected job end date within the current hiring session will be available for renewal prior to being placed on short work break. You will be able to submit & approve the renewal data prior to the employee being placed on short work break (again if the overall term has been opened for online renewal submissions, example Fall renewals are opened in July with an August RTW date). The process will wait until the employee is placed on short work break to add the rows that will return the employee within the new session.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Expected End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>03/13/2016</td>
</tr>
<tr>
<td>2</td>
<td>02/25/2016</td>
</tr>
</tbody>
</table>
Reviewing Position Data

Step 4: Review Position Data by clicking on the Position & Reports To tabs.

The Position Tab on the Renewal page contains the employee’s position data (Empl Class, FTE, Position Number, Position Title, Job Code and Reg/Temp status). Position accounting information may be viewed by clicking on the position number itself.

*Notice: The Job Code and Reg/Temp fields have been added to the position tab to further provide a more detailed review of your employee’s position numbers.

*Notice: The Earn Code has been added to the position funding information. You will now be able to view any Specific earnings that may be set up on your employee’s position number.

The Reports To tab on the Renewal page contains the report to information from the employee’s position number.
**Position Changes**
The online renewal should be used for timely renewals of employees with no major position changes from the last time they were placed on Short Work break. Most changes the department makes to an employee’s position will not appear on the online renewal.

If the employee receives a promotion, transfer, FTE change, had a change of benefit eligibility or the department is late in renewing them a **PTR should be submitted in place of the online renewal.**

A department must approve their online renewals **NO LATER than the day before payroll lock out for the pay period the employees are returning to work.**

Example:

- Fall 2016, pay period dates are 8/1 - 8/14/2016.
- Online renewals for your ACD and GRDs must be fully approved by the end of the business day Wednesday 8/10/2016.
  - To be paid on 8/19/2016.

**Expanding the Renewal Page**
The page can be expanded to display the Renewal, Position & Reports To data in one display.

To close the expansion view simply click back on the **Tab Expansion** button.
The Renewal page will display up to 50 employees in a single view. If more than 50 employees exist in the department use the left & right arrows to review the rest of the employees in that department/pay group or you may click the View All button to display all employees on one page (if less than 100 employees).

**TIP:** Always submit prior to going back and forth between the various tabs (Renewal, Review or Submitted) on the pages so that changes are not lost.

**Renewal Submission Page**

**Renewal tab**

**NOTE:** You will need the ASU Renewal Submission role in order to have the ability to submit renewal data. The ASU Renewal Approver role will not have the ability to submit employees for renewal only the ASU Renewal Submission role can update & submit renewal data.

**If you have the Renewal Approver role you will have view access to the submission page.**
**If you have both the Renewal Submitter and Renewal Approver roles you will have full access to both the Submission & Approval pages but can only submit or approve on a given transaction.**

Submitting Renewals

**Step 5:** Select the employee(s) you wish to renew by checking the Submit boxes next to the employee’s name. Once the Submit box is checked the *Start Date, New Freq, and New Salary* fields will open up for editing.

**Step 6:** Review and update the *Start Date* as needed. The default start date will depend on the term that is being processed.

Click on the magnifying glass to change the start date if applicable. *(i.e. Fall Session the default start date is 8/01/2016 and for the Spring session the default start date is 12/19/2016).* You will not be able to back date (i.e. enter a start date) prior to the start of the academic term. *For example if the academic term begins on 12/19/2016 you may not back date a start date prior to 12/19/2016.* The **Academic Term Start Date** for the term you have selected is referenced at the top of the renewal page.
Please note the system will not allow for you to enter an online renewal for an employee who has an **Eff Date** greater than the *Start Date* you are wishing to renew for (i.e. **Eff Date** = 3/14/2016, **Start Date** = 2/29/2016). The **Eff Date** is the most recent date added to your employee’s job record (such as a Data Change, Position change, Promotion, etc). If you need to renew an employee who has an **Eff Date** after the start date that you wish to select you will have to submit your renewal through the PTR. The **Eff Date** is visible by clicking on the tab expansion button.

Select the Renewal Date (**start date**) from the look up table.

The **Look Up Start Date** will vary depending on the term you are processing. You will only have the start dates that are available for the academic term you are processing. If you are completing the renewal process after the academic term has started, the **Start Date** will default to the first day in the current pay period and **Look Up Start Date** will only allow you to choose from pay period start dates in the current or future pay period.

- **Summer Start Dates:** 5/9/2016 – 7/31/2016
- **Fall Start Dates:** 8/1/2016 – 12/18/2016
- **Spring Start Dates:** 12/19/2016 – 5/7/2017
Please refer to the Academic Pay Schedule for more information on the pay period begin and end dates for each hiring session. This is a helpful tool to use when trying to determine the pay frequency based on the Academic Start and Stop dates.

**Step 7:** Review pay frequency and update if appropriate.

The current frequency from job data will automatically be defaulted in the New Freq field. If the current frequency from Job data is outside of the allowable frequency range, the New Freq will be defaulted to a frequency within the range that is nearest to the current frequency.

Review the new frequency. Click on the magnifying glass to change the pay frequency if applicable.

**Note:** The pay frequency is the number of pay periods within the Appointment period.

Select the Frequency from the Look Up table.

Notice: The Look Up New Freq will vary depending on the term you are processing.
**Note: The End Date “End Dt” will adjust once a new frequency &/or start date is selected.**

Examples of Pay Frequencies:
Summer Session – 5/9/2016-7/31/2016 (ASU06) Full
Academic Year – 8/01/2016 – 5/07/2017 (ASU 20)
Fall or Spring Semester Only – 8/01/2016 – 12/18/2016 or 12/19/2016 – 5/7/2017 (ASU10)
*These dates are examples and are subject to change for future hiring sessions.*

Step 8: Review New Salary and update if appropriate.

The current salary will be defaulted from job data in the New Salary data field. Review each academic salary and update if appropriate.
**Note: If the employee’s salary is changing due to a change in FTE please submit a PTR in place of the online renewal. If the employee is receiving a promotion, you can process the online renewal at the previous rate and then process a promotion PTR with the increased pay and new job code.**

**Step 9:** Once the selected renewal data has been reviewed and updated as appropriate click the **Submit** button.
*Note: Once a renewal has been submitted the employee will move from the **Renewal tab** to the **Submitted tab** and will no longer appear on the **Renewal tab**:

**Marking an Employee as Reviewed**

A submitter has the ability to mark an employee as reviewed, indicating that the department does not currently wish to renew the employee. Once an employee is marked as reviewed he/she will move from the **Renewal tab** to the **Reviewed tab**. While on the **Reviewed tab** the employee will not be submitted for renewal. If the department decides later on during the renewal process to renew employee the review status can be turned off and the employee will move back to the **Renewal tab** where he/she can be submitted for renewal.

**Step 1:** Select the **Review** boxes next to the employee you do not want to renew at this time and click the **Submit** button.

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**Note: Once a renewal has been marked as review the employee will move from the **Renewal tab** to the **Reviewed tab** and will no longer appear on the **Renewal tab**:**
If it has been determined later on that the employee is in fact renewing you will need to go to the **Reviewed tab** and turn the review status off.

**Note: Those with only the ASU Renewal Approval role will also have access to view the Reviewed tab.**

**Reviewed Tab and Turning Review Status Off**

**Step 1:** Go to the **Reviewed tab**, click the **Review Off** check box next to the employee you wish to renew and then click the **Submit** button to move the employee back to the **Renewal tab**.

Notice: The employee has moved back to the **Renewal tab** and is again available to submit for renewal:
Submitted tab

Once an employee has been submitted he/she will move from the Renewal tab to the Submitted tab. The renewal approval and HR Review (if applicable) history will be displayed. The Submitted tab contains the renewal history for all submitted employees within the Department and Pay Group selected.

*Note: Those with only the ASU Renewal Approval role will also have access to view the Submitted tab.

**Note: Once the Renewal process has run for an employee he/she will fall off of the Submitted tab.

Step 1: Click on the Submitted tab to review the renewal history and click on the Tab Expansion button to view historical data.

The name of the Submitter and Approver will be displayed along with the dates/time the action took place. If the Approver is left blank then the approval has not taken place yet.

**Note: HR NO LONGER reviews all renewals.

To get back to the main search menu click Return to Search.
Approving Renewals
The renewal approval period is available at any time during the renewal period. Email notification will not currently be generated when renewals have been submitted. You will have to look up each department’s renewal page in order to determine which employees are ready for approval. It is recommended that Approvers review their renewal pages daily.

***Please note - do not submit an online renewal approval until you are positive that the employee will be returning to work. If a renewal has been approved in error you may submit a PTR or Data Management Exception form if it is after payroll lock out, requesting to place the employee on Short Work Break and work closely with your HR Data Management representative. In order to avoid a possible over payment though it is safer to avoid approving until it has been confirmed that the employee will be returning.

Step 10: On the ASU Renewal Dept Approval search page, enter the department you need to approve and click Search.
The same functionality exists with the renewal approvals as does the submissions. Each department code, pay group, and Term will have to be approved separately.

*Note: Only submitted renewals will appear on the Approver search page.

Only employees in a submitted status will appear on the Renewal Departmental Approval page:

**Notice: The employee renewal data cannot be changed by the approver. If changes need to occur to the renewal data you will need to return the employee back to the submitter to make appropriate changes.
**Step 11:** Review the renewal data, select the **Approve** box(s) next to the employee you wish to approve, click the **Approval** button.

**Notice:** The approved employee will be removed from the approval page once the approved.

**Returning a Renewal**

Approvers have the ability to return an employee back to the submitter if one of the following scenarios occurs:

1. The employee renewal data needs to be adjusted (i.e. **Start Date**, **New Freq**, &/or **New Salary** is incorrect).
2. It has been determined that the employee will no longer be returning for the current academic session and needs to remain on short work break.

**Note:** It is recommended that Submitters review their renewal pages daily in case a renewal was returned and requires further action on their part.

**Step 1:** Click the **Return** box next to the employee you want to return.

You will immediately be routed to the **Renewal Return Reason** page.
Notice: It is recommended that submitters and approvers keep in close contact with one another throughout the renewal process.

**Note: If you clicked the Return check box in error click the Cancel button. This will bring you back to the approval page where you can continue with approving the employee. The employee will appear as though he/she is in a returned status on the Approval page. Simply go out (Return to Search) and come back in to refresh the page. Refreshing the page will make the employee available for approval again.

Click the approve button or refresh the page to remove the returned employees from the approval page.

Reviewing/Resubmitting Returned Employees
Employees can be returned by both the Approver and the HR Reviewer. Employees who have been returned will reappear on the ASU Renewal Submission page and will require that additional actions be taken by one with the ASU Renewal Submission role. There are various reasons why an employee would be returned.

**Step 1:** Click on the return icon to review the Return Details.

Notice: The name of the person who returned the employee will be displayed. If you have further questions regarding the returned employee you will want to contact the person who returned the employee.
Step 2: Review the **Return Details** and click the **Return** button to go back to the **Renewal** tab.

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Step 3: Check the **Submit** box (if the employee just needs adjustments made to their renewal data), make any necessary edits to the **Start Date, New Freq, New Salary &/or FTE Chg** check box and click the **Submit** button.

**Note:** If the employee was returned because he/she no longer needs to be renewed check the **Review** box and click **Submit**.
Notice: Once submitted the employee will fall off the **Renewal tab** and will become available on the Approvers page again for approval.

Nightly Renewal and Return from Work Break Programs

Upon approving renewals an overnight Renewal process will run to insert a row with the current effective date or job effective date with a sequence (for backdated renewals) on the employee’s record to set an expected return date, the new expected job end date and update compensation if appropriate.

**Please note the processes will not run for those employees who are not currently on short work break until the employee has been placed on short work break. Once the employee is placed on short work break the process will run the next evening to set the return data for your employee.**

Once this Renewal process has run the employees who have been approved will fall off the **Submitted tab** if there are no errors identified with their record. They will remain in Short Work Break status until their Expected Return date is reached and the Return from Work Process is run. For backdated and present dated renewals, you should see the employee’s job will be Returned from Work Break within 24-48 hours from the approval. For future dated renewals, the employee’s job will be Returned from Work Break once that current pay period is reached (i.e. 8/15/2016 Start Date submitted on 08/09/2016, employee will not be Returned from Work break until the 8/15/2016 pay period). When payroll is processing no changes can be made to the job record. During payroll processing the online renewal process will not be run so there could be a period of a few days where you will not see a renewal processed.

Employees will remain in Short Work Break status until the Return from Work Break process has been run. The Return from Work Break process will be running nightly. Manager Self Service (AD Hoc Salary Change) will not be available for employees in a **Short Work Break** status. You will not be able to adjust their salaries until after the employee has been “Returned from Short Work Break”. It is suggested that the renewals are not approved until the academic salary has been confirmed or closer to beginning of their renewal date. If an approval has been processed and it is determined later that the salary needs to be adjusted you will have to wait until the employee has been “Returned from Short Work Break”. Once the employee has been “Returned from Short Work Break”, an AD Hoc salary change can be processed to update the compensation.
Reviewing Job
The renewal process will run overnight or once your employee has been placed on short work break to place a row on job data to set the Expected Return Date, new Expected End Date and update compensation data (as appropriate).
It is recommended that you review job data the following day after the renewal has been approved and processed.

Workforce Administration > Job Information > Job Data

Or:

Step 12: Enter the Employee ID number click search to review job data.
On the **Work Location** tab review the new **Expected Return Date** and **Expected Job End Date**.

On the **Compensation** tab review the *Frequency, Compensation Rate* (new bi-weekly pay), & **Comp Rate** (new academic salary).
The Return from Work Break process will run every night to return employees within the current pay period or to bring back those employees with a backdated start date.

**Note: Once the Return from Work Break process has run a row will be added on job data returning your employee from short work break and setting the payroll status to Active.**

Online Renewal Deadlines
An online renewal for a past or current pay period start date must be submitted and approved at 5:00pm, the last Wednesday in the current pay cycle in order to be Returned from Work Break in time for payroll processing.

Backdating Transactions
If you have a renewal that needs to be backdated prior to the start dates offered in the online renewal, the online renewal portal cannot be used. A Personnel Transaction Request (PTR) must be used. Creating a PTR will simultaneously generate a Payroll retro payment so that the employee is paid retroactively for time falling in any pay period that has already been processed. Additional information about the steps needed to create a PTR to return an employee from Short Work Break with Additional Pay can be found online.

Erroneous Transactions
If you receive error messages using either the Online Renewal process or the PTR, you may submit your changes using the Data Management Exception form. The Data Management team will process Data Management Exception forms as they are received. Please keep in mind, during peak hiring periods turnaround may take as much as 5 business days, so we encourage you to take advantage of the Online Academic & Graduate Renewal process.