Exercise 9: Academic on Administrator Leave ............................................................. 2
1. For Academics Only ..............................................................................................2
2. Find Academic Record and Go to Details ............................................................. 3
3. Click on ADMonL icon .........................................................................................4
4. Confirm Funding Percent and Dates ................................................................. 5
5. General Ledger 800120 ......................................................................................6
6. Save .................................................................................................................... 7
7. Position Changes Dialogue Box ...........................................................................8
8. Filter on Personnel Number ............................................................................... 9
9. Return to worksheet .........................................................................................10
10. New GL Account Line ......................................................................................11
11. Remove Filter Personnel Number ...................................................................12
12. Exit Tutorial ....................................................................................................13
Exercise 9: Academic on Administrator Leave

For Academics Only

This exercise is for Academic Records only.
2. Find Academic Record and Go to Details

Find the Academic who will be the Academic on Administrator Leave, "Carol Ellis", and highlight the record. Click the "Salary Edit Form" icon.
3. Click on ADMonL icon

Click on the "ADM on L" icon. This function will allow you to create a copy of the Academic’s record so that you can retain the budget position in order to attract salary increases for the return of the Academic.
4. Confirm Funding Percent and Dates

Confirm the Funding Percent and Salary Amount.
5. General Ledger 800120

The "General Ledger" will be changed to 800120 Comp. Academic Return Admin.
6. Save

Click on the "Save" icon to save the record copy.
7. Position Changes Dialogue Box

In the "Position changes" dialogue box, the system will record administrator on leave.
8. Filter on Personnel Number

To view the two lines for this Academic staff member, select the "Filter P #" icon from your toolbar.

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**Planning and Budget B6 - Phase 1 Salary Edit - Display**

<table>
<thead>
<tr>
<th>Personnel #</th>
<th>Personnel Sub Area</th>
<th>Contract Type</th>
<th>FTE</th>
<th>FTE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>000006</td>
<td>01111</td>
<td>62</td>
<td>1.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personia #</th>
<th>Summae</th>
<th>First Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
<th>Monthly Salary</th>
<th>Fiscal Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELLIS</td>
<td>CAROL</td>
<td></td>
<td>01-09-1994</td>
<td>06-04-1994</td>
<td>70,000.00</td>
<td>5,933.33</td>
<td>70,000.00</td>
</tr>
</tbody>
</table>

**Notes:**

Position changes: abnrn. on leave of absence

---

**Display only: [ ]**

**Recovery: [ ]**

**Self-funded: [ ]**
9. Return to worksheet

Use the "Green Back Arrow" to return to the worksheet.
10. New GL Account Line

There will now be a record line with the General Ledger Account # 800120.
11. Remove Filter Personnel Number

Remove the personnel number filter to recover all the data in your worksheet.
12. Exit Tutorial

Congratulations! You have now completed all the necessary B6 Phase 1 Training Tutorials.