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Exercise 9: Academic on Administrator Leave1. For Academics Only

This exercise is for Academic Records only.

System Help | SAP

Planning and Budget B6 - Worksheet

Sort ascending | Sort descending | Salary Edit Form | Download | PNo | Billed Salaries

Funds Center selected: ALL | Cost Center Selected: ALL

Include subordinate Funds Centers

Total Records: 264

Funds cent	Cost cent	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
102949	14457	801050	2000	99000110	DOE	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801050	2000	99000072	DOE	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000148	DOE	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	70,000.00	85.00	85.00
102949	14457	801010	0100	99000186	DOE	LUCY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000205	DOE	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510	99000224	DOE	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000053	DOE	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13997	801050	2000	99000195	ELLIS	GEORGE	70,000.00	70,000.00	70,000.00	40.00	40.00
102368	13550	801010	0100	99000233	ELLIS	DAVID	70,000.00	70,000.00	70,000.00	0.00	0.00
102949	14457	801050	2000	99000119	ELLIS	HENRY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13993	801050	2000	99000005	ELLIS	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102565	13859	801010	0100	99000043	ELLIS	RUTH	70,000.00	70,000.00	70,000.00	49.00	49.00
101095	13996	801050	2000	99000024	ELLIS	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000157	ELLIS	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000081	ELLIS	CAROL	70,000.00	70,000.00	70,000.00	31.01	31.01
102949	14457	801010	0100	99000138	ELLIS	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000062	ELLIS	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000176	ELLIS	PATRICK	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000043	ELLIS	RUTH	70,000.00	70,000.00	70,000.00	51.00	51.00
102949	14457	801040	0510	99000100	ELLIS	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00

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2. Find Academic Record and Go to Details

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

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The 'Salary Edit Form' button is selected in the toolbar. The 'Funds Center selected' and 'Display salary edit form (F6) Selected' are both set to 'ALL'. The table below lists 264 records, with the record for Carol Elis highlighted in orange.

Funds cent	Cost cent	GL Account	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
102949	14457	801050	2000	99000110	DOE	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801050	2000	99000072	DOE	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000148	DOE	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	70,000.00	85.00	85.00
102949	14457	801010	0100	99000186	DOE	LUCY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000205	DOE	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801040	0510	99000224	DOE	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000053	DOE	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13997	801050	2000	99000195	ELLIS	GEORGE	70,000.00	70,000.00	70,000.00	40.00	40.00
102368	13550	801010	0100	99000233	ELLIS	DAVID	70,000.00	70,000.00	70,000.00	0.00	0.00
102949	14457	801050	2000	99000119	ELLIS	HENRY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13993	801050	2000	99000005	ELLIS	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102565	13859	801010	0100	99000043	ELLIS	RUTH	70,000.00	70,000.00	70,000.00	49.00	49.00
101095	13996	801050	2000	99000024	ELLIS	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000157	ELLIS	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000081	ELLIS	CAROL	70,000.00	70,000.00	70,000.00	31.01	31.01
102949	14457	801010	0100	99000138	ELLIS	IRENE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000062	ELLIS	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000176	ELLIS	PATRICK	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000043	ELLIS	RUTH	70,000.00	70,000.00	70,000.00	51.00	51.00
102949	14457	801040	0510	99000100	ELLIS	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00

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.

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Planning and Budget B6 - Phase 1 Salary Edit - Display

GoLOA RetL.OA **ADMonL**

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000081	ELLIS	CAROL	01.09.1994	28.04.1954	17.02.2003	RBURBANK

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 02 ANNUAL
 Rank-Code/Desc: 30 ASST PROFESSOR Pay Scale Group:
 Tenure: 03 NON-TENURE STREAM Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE: 100.00 FTE %: 100.00
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T: 100.00
 Internal Order #: Position: 100.00
 General Ledger: 801010 PAY:ACADEMIC Funding: 31.01 Current Year: 0.00
 Hospital Code:

EAF: CRC: New hire: Display only: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
31.01	01.05.2003	30.06.2003	70,000.00	5,833.33	
31.01	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes: Position changes: initial download

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4. Confirm Funding Percent and Dates

Confirm the Funding Percent and Salary Amount.

System Help SAP

Planning and Budget B6 - Admin. on Leave of Absence

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000081	ELLIS	CAROL	01.09.1994	28.04.1954		

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	02	ANNUAL
Rank-Code/Desc:	30	ASST PROFESSOR	Pay Scale Group:		
Tenure:	03	NON-TENURE STREAM	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102949	DENT:DEAN'S OFFICE	FTE		FTE %
Cost Center:	14457	DENT:DEAN'S OFFICE	Total U of T	100.00	
Internal Order #:			Position	100.00	
General Ledger:	800120	COMP:AC:RETURN AD...	Funding	31.01	
Hospital Code:			Current Year	0.00	

EAF: CRC: New hire: Display only: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
31.01	01.05.2003	30.06.2003	70,000.00	5,833.33	
31.01	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

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5. General Ledger 800120

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

System Help SAP

Planning and Budget B6 - Admin. on Leave of Absence

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000081	ELLIS	CAROL	01.09.1994	28.04.1954		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 02 ANNUAL
 Rank-Code/Desc: 30 ASST PROFESSOR Pay Scale Group:
 Tenure: 03 NON-TENURE STREAM Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: 800120 COMP.AC:RETURN AD...
 Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	31.01
Current Year	0.00

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
31.01	01.05.2003	30.06.2003	70,000.00	5,833.33	
31.01	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

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6. Save

Click on the "Save" icon to save the record copy.

System Help SAP

Planning and Budget B6 - Admin. on Leave of Absence

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000081	ELLIS	CAROL	01.09.1994	28.04.1954		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 02 ANNUAL
 Rank-Code/Desc: 30 ASST PROFESSOR Pay Scale Group:
 Tenure: 03 NON-TENURE STREAM Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: 800120 COMP:AC:RETURN AD...
 Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	31.01
Current Year	0.00

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
31.01	01.05.2003	30.06.2003	70,000.00	5,833.33	
31.01	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

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7. Position Changes Dialogue Box

In the "Position changes" dialogue box, the system will record administrator on leave.

System Help

Planning and Budget B6 - Phase 1 Salary Edit - Display

Personnel # 99000081 Surname ELLIS First Name CAROL Start Date:UOFT 01.09.1994 Date of Birth 28.04.1954 Last Action Date 23.02.2003 Last Action User B6TRAINING1

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 02 ANNUAL
 Rank-Code/Desc: 30 ASST PROFESSOR Pay Scale Group:
 Tenure: 03 NON-TENURE STREAM Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T 100.00
 Internal Order #: Position 100.00
 General Ledger: 800120 COMP:AC:RETURN AD... Funding 31.01
 Hospital Code: Current Year 0.00

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
31.01	01.05.2003	30.06.2003	70,000.00	5,833.33	
31.01	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes: admin. on leave of absence

Record has been saved

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8. Filter on Personnel Number

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

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000081	ELLIS	CAROL	01.09.1994	28.04.1954	23.02.2003	B6TRAINING1

Personnel-Sub Area: 0100 ACADEMIC **Contract Type:** 02 ANNUAL
Rank-Code/Desc: 30 ASST PROFESSOR **Pay Scale Group:**
Tenure: 03 NON-TENURE STREAM **Pay Scale Level:** Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:**
Work contract: K1
CFC Center: 102949 DENT:DEAN'S OFFICE **FTE** **FTE %**
Cost Center: 14457 DENT:DEAN'S OFFICE **Total U of T** 100.00
Internal Order #: **Position** 100.00
General Ledger: 800120 COMP:AC:RETURN AD... **Funding** 31.01
Hospital Code: **Current Year** 0.00

EAF: CRC: New hire: **Display only**
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
31.01	01.05.2003	30.06.2003	70,000.00	5,833.33	
31.01	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:
Position changes: admin. on leave of absence

Record has been saved QNA (1) (010) db02 OVR

9. Return to worksheet

Use the "Green Back Arrow" to return to the worksheet.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Filter on Personnel number: 99000081

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000081	ELLIS	CAROL	01.09.1994	28.04.1954	23.02.2003	B6TRAINING1

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 02 ANNUAL
 Rank-Code/Desc: 30 ASST PROFESSOR Pay Scale Group:
 Tenure: 03 NON-TENURE STREAM Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: 800120 COMP:AC:RETURN AD...
 Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	31.01
Current Year	0.00

EAF CRC New hire: Recovery Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
31.01	01.05.2003	30.06.2003	70,000.00	5,833.33	
31.01	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes: admin. on leave of absence

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10. New GL Account Line

There will now be a record line with the General Ledger Account # 800120.

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. The table below displays personnel data with a new GL Account line highlighted in blue.

Funds cent.	Cost center	GL Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
102949	14457	801010	0100	99000081	ELLIS	CAROL	70,000.00	70,000.00	70,000.00	31.01	31.01
102949	14457	800120	0100	99000081	ELLIS	CAROL	70,000.00	70,000.00	70,000.00	31.01	31.01

11. Remove Filter Personnel Number

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

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The 'Filter on Personnel number: 99000081' is active, resulting in 2 records. The data table is as follows:

Funds cent	Cost cente	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
102949	14457	801010	0100	99000081	ELLIS	CAROL	70,000.00	70,000.00	70,000.00	31.01	31.01
102949	14457	800120	0100	99000081	ELLIS	CAROL	70,000.00	70,000.00	70,000.00	31.01	31.01

At the bottom of the interface, the status bar shows 'Filter Personnel Number (Shift+F6)' and 'QNA (1) (010) db02 OVR'.

12. Exit Tutorial

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

System Help SAP

Planning and Budget B6 - Worksheet

Sort ascending Sort descending Salary Edit Form Download PNo Billed Salaries

Funds Center selected: ALL Cost Center Selected: ALL

Include subordinate Funds Centers

Total Records: 265

Funds cent	Cost center	GL Account	P.Sub.	Pers. No.	Surname	First Name	Annual Salary	Annual Salary	Fiscal Salary	Fund FT.	Fund FT.
100412	11125	801050	2000	99000146	OWENS	PAUL	28,000.00	28,000.00	28,000.00	40.00	40.00
100412	11553	801050	2000	00077701	BLACK	JOHN	55,000.00	55,000.00	55,000.00	100.00	100.00
100413	11125	801010	0100	01112501	TBA 1		0.00	120,000.00	100,000.00	0.00	100.00
100413	11125	801050	2000	99000001	BATES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000095	JACOBS	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801020	0400	99000117	CAMPBELL	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000129	DOE	PAUL	75,000.00	70,000.00	70,833.00	100.00	100.00
100413	11125	801050	2000	99000142	FORBES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801015	0100	99000163	LANG	PAUL	70,000.00	70,000.00	70,000.00	0.00	0.00
100414	11125	801050	2000	99000077	BATES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801050	2000	99000091	DOE	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
100414	11125	801040	0510	99000131	NOLAN	DAVID	70,000.00	70,000.00	70,000.00	50.00	50.00
100414	11125	801050	2000	99000236	SMITH	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
100415	11127	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	70,000.00	15.00	15.00
100415	11127	801050	2000	99000027	SMITH	PAUL	70,000.00	70,000.00	70,000.00	41.00	41.00
100415	11127	801050	2000	99000127	OWENS	GEORGE	70,000.00	70,000.00	70,000.00	23.00	23.00
100415	11127	801050	2000	99000198	SMITH	MARIA	70,000.00	70,000.00	70,000.00	25.00	25.00
101095	11553	801050	2000	99000004	DAWSON	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	70,000.00	85.00	85.00
101095	11553	801050	2000	99000018	IRWIN	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	11553	801050	2000	99000030	LANG	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00

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