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Exercise 7: Put an Employee on Leave

1. Split Fund and Split Recov before GoLOA

Split Funding and Split Recoveries should be done before you begin the exercise of placing the employee on a leave of absence.

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The window title is "System Help" and "SAP". The main title is "Planning and Budget B6 - Worksheet". Below the title bar, there are several icons and buttons: "Sort ascending", "Sort descending", "Salary Edit Form", "Download", "PNo", and "Billed Salaries".

The main area displays a table with the following columns: Funds cent, Cost center, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Annual Salary, Fiscal Salary, Fund FT, and Fund FT... The table contains 264 records. The first few rows are:

Funds cent	Cost center	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary	Annual Salary	Fiscal Salary	Fund FT	Fund FT...
102662	13979	801010	0100	99000177	AMES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
101095	13996	801050	2000	99000139	AMES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
102949	14457	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
102949	14457	801050	2000	99000196	AMES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
101095	13985	801050	2000	99000044	AMES	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000082	AMES	DAN	70,000.00	70,000.00	70,000.00	80.00	80.00
101095	13987	801050	2000	99000006	AMES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000063	AMES	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	790100	0100	99000158	AMES	HELEN	28,000.00-	28,000.00-	28,000.00-	40.00-	40.00-
101095	13991	801050	2000	99000215	AMES	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13983	801050	2000	99000020	BATES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000001	BATES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13990	801050	2000	99000153	BATES	HENRY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000210	BATES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00

The bottom right corner of the window shows the status bar with the text "QNA (1) (010) db02 OVR".

2. Select Robert Bates for GoLOA

From your B6 Worksheet, select the employee who you wish to put on a leave of absence.

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The 'Funds Center selected' and 'Cost Center Selected' are both set to 'ALL'. The 'Total Records' are 264. The table below lists employees with columns for Funds cent, Cost center, GL Account, P. Sub., Pers. No., Surname, First Name, Annual Salary, Fiscal Salary, Fund FT., and Fund FT. The row for Robert Bates is highlighted with a blue selection bar.

Funds cent	Cost center	GL Account	P. Sub.	Pers. No.	Surname	First Name	Annual Salary	Annual Salary	Fiscal Salary	Fund FT.	Fund FT.
102662	13979	801010	0100	99000177	AMES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
101095	13996	801050	2000	99000139	AMES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
102949	14457	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
102949	14457	801050	2000	99000196	AMES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
101095	13985	801050	2000	99000044	AMES	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000082	AMES	DAN	70,000.00	70,000.00	70,000.00	80.00	80.00
101095	13987	801050	2000	99000006	AMES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000063	AMES	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	790100	0100	99000158	AMES	HELEN	28,000.00	28,000.00	28,000.00	40.00	40.00
101095	13991	801050	2000	99000215	AMES	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13983	801050	2000	99000020	BATES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000001	BATES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13990	801050	2000	99000153	BATES	HENRY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000210	BATES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00

3. Click on "Salary Edit Form".

Click on "Salary Edit Form".

System Help

Planning and Budget B6 - Worksheet

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

Funds Center selected: ALL Display salary edit form (F6) Cost Centers Selected: ALL

Include subordinate Funds Centers

Total Records: 264

Funds cent	Cost cente	G/L Account	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
102662	13979	801010	0100	99000177	AMES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
101095	13996	801050	2000	99000139	AMES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
102949	14457	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
102949	14457	801050	2000	99000196	AMES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
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101095	13987	801050	2000	99000006	AMES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000063	AMES	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	790100	0100	99000158	AMES	HELEN	28,000.00	28,000.00	28,000.00	40.00	40.00
101095	13991	801050	2000	99000215	AMES	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13983	801050	2000	99000020	BATES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
100413	11125	801050	2000	99000001	BATES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13990	801050	2000	99000153	BATES	HENRY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000210	BATES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00

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4. Select Go L O A button

Remember to validate your record and make salary adjustments before you click on the "Go L O A" button 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
99000191	BATES	ROBERT	07.01.1999	03.05.1946	23.02.2003	B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #: FTE: Total U of T: 100.00
 Position: 100.00
 Funding: 100.00
 Current Year: 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

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

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

Going on Leave of Absence (Ctrl+F7) QNA (1) (010) db02 OVR

5. Calculation area by month and FTE %

The system adds a calculation area at the right of the screen, displaying the monthly salary and FTE % based on a leave date of July 1 at a leave percentage of 82.5%.

System Help SAP

Planning and Budget B6 - Going on Leave of Absence.

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000191	BATES	ROBERT	07.01.1999	03.05.1946	23.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING																																																								
Rank-Code/Desc:			Pay Scale Group:	06N																																																									
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Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:	10																																																									
Work contract:	K7		<table border="1"> <thead> <tr> <th>FTE</th> <th>FTE %</th> </tr> </thead> <tbody> <tr> <td>Total U of T</td> <td>100.00</td> </tr> <tr> <td>Position</td> <td>100.00</td> </tr> <tr> <td>Funding</td> <td>100.00</td> </tr> <tr> <td>Current Year</td> <td>0.00</td> </tr> </tbody> </table>			FTE	FTE %	Total U of T	100.00	Position	100.00	Funding	100.00	Current Year	0.00																																														
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Current Year	0.00																																																												
CFC Center:	102949	DENT:DEAN'S OFFICE	<input type="checkbox"/> EAF: <input type="checkbox"/> CRC: <input type="checkbox"/> New hire: <input type="checkbox"/>																																																										
Cost Center:	14457	DENT:DEAN'S OFFICE	<input type="checkbox"/> Recovery: <input type="checkbox"/> Self funded: <input type="checkbox"/>																																																										
Internal Order #:			<table border="1"> <thead> <tr> <th>Month</th> <th>Salary \$</th> <th>FTE %</th> <th>Mth %</th> </tr> </thead> <tbody> <tr><td>May</td><td>5,833.33</td><td>8.33</td><td>100.00</td></tr> <tr><td>June</td><td>5,833.33</td><td>8.33</td><td>100.00</td></tr> <tr><td>July</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Aug</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Sept</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Oct</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Nov</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Dec</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Jan</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Feb</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Mar</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Apr</td><td>4,812.50</td><td>6.88</td><td>82.50</td></tr> <tr><td>Current Year:</td><td>59,791.66</td><td>85.46</td><td></td></tr> </tbody> </table>			Month	Salary \$	FTE %	Mth %	May	5,833.33	8.33	100.00	June	5,833.33	8.33	100.00	July	4,812.50	6.88	82.50	Aug	4,812.50	6.88	82.50	Sept	4,812.50	6.88	82.50	Oct	4,812.50	6.88	82.50	Nov	4,812.50	6.88	82.50	Dec	4,812.50	6.88	82.50	Jan	4,812.50	6.88	82.50	Feb	4,812.50	6.88	82.50	Mar	4,812.50	6.88	82.50	Apr	4,812.50	6.88	82.50	Current Year:	59,791.66	85.46	
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General Ledger:	801050	PAY:UNION	<table border="1"> <thead> <tr> <th>Funding</th> <th>Payment</th> <th>Payment</th> <th>Annual</th> <th>Monthly</th> <th>Fiscal</th> </tr> <tr> <th>Percent</th> <th>Effective Date</th> <th>End Date</th> <th>Salary</th> <th>Salary:</th> <th>Salary:</th> </tr> </thead> <tbody> <tr> <td>100.00</td> <td>01.05.2003</td> <td>30.06.2003</td> <td>70,000.00</td> <td>5,833.33</td> <td></td> </tr> <tr> <td>100.00</td> <td>01.07.2003</td> <td>30.04.2004</td> <td>70,000.00</td> <td>5,833.33</td> <td>70,000.00</td> </tr> </tbody> </table>			Funding	Payment	Payment	Annual	Monthly	Fiscal	Percent	Effective Date	End Date	Salary	Salary:	Salary:	100.00	01.05.2003	30.06.2003	70,000.00	5,833.33		100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00																																
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Hospital Code:			Notes: <input type="text"/>																																																										
			Position changes: <input type="text"/> edit salary increase form <input type="text"/> initial download																																																										

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6. Changing start date or leave percentage

To change the start date or leave percentage, click in the "Month %" field for the affected month.

System Help SAP

Planning and Budget B6 - Going on Leave of Absence.

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000191	BATES	ROBERT	07.01.1999	03.05.1946	23.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	06N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:	10	
Work contract:	K7		FTE		FTE %
CFC Center:	102949	DENT:DEAN'S OFFICE	Total U of T		100.00
Cost Center:	14457	DENT:DEAN'S OFFICE	Position		100.00
Internal Order #:			Funding		100.00
General Ledger:	001050	PAY:UNION	Current Year		0.00
Hospital Code:					

Month	Salary \$	FTE %	Mth %
May	5,833.33	8.33	100.00
June	5,833.33	8.33	100.00
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	82.50
Oct	4,812.50	6.88	82.50
Nov	4,812.50	6.88	82.50
Dec	4,812.50	6.88	82.50
Jan	4,812.50	6.88	82.50
Feb	4,812.50	6.88	82.50
Mar	4,812.50	6.88	82.50
Apr	4,812.50	6.88	82.50

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Current Year:	59,791.66	85.46
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Notes:

Position changes:

QNA (1) (010) db02 OVR

7. Enter: [100] via the keyboard.

Enter: [100] via the keyboard.

System Help SAP

Planning and Budget B6 - Going on Leave of Absence.

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000191	BATES	ROBERT	07.01.1999	03.05.1946	23.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	06N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:	10	
Work contract:	K7				
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:	801050	PAY:UNION	Funding	100.00	
Hospital Code:			Current Year	0.00	

Month	Salary \$	FTE %	Mth %
May	5,833.33	8.33	100.00
June	5,833.33	8.33	100.00
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	82.50
Oct	4,812.50	6.88	82.50
Nov	4,812.50	6.88	82.50
Dec	4,812.50	6.88	82.50
Jan	4,812.50	6.88	100
Feb	4,812.50	6.88	82.50
Mar	4,812.50	6.88	82.50
Apr	4,812.50	6.88	82.50

EAF:	<input type="checkbox"/>	CRC:	<input type="checkbox"/>	New hire:	<input type="checkbox"/>
Display only:					
Recovery:	<input type="checkbox"/>	Self funded:	<input type="checkbox"/>		

Funding	Payment	Payment	Annual	Monthly	Fiscal
Percent	Effective Date	End Date	Salary	Salary:	Salary:
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Current	Year:	59,791.66	85.46
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Notes:

Position changes:

QNA (1) (010) db02 OVR

8. Validate

Validate your entry by hitting the "Enter" from your keyboard.

System Help SAP

Planning and Budget B6 - Going on Leave of Absence.

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000191	BATES	ROBERT	07.01.1999	03.05.1946	23.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	06N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:	10	
Work contract:	K7				
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:	801050	PAY:UNION	Funding		100.00
Hospital Code:			Current Year		0.00

Month	Salary \$	FTE %	Mth %
May	5,833.33	8.33	100.00
June	5,833.33	8.33	100.00
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	82.50
Oct	4,812.50	6.88	82.50
Nov	4,812.50	6.88	82.50
Dec	4,812.50	6.88	82.50
Jan	4,812.50	6.88	100
Feb	4,812.50	6.88	82.50
Mar	4,812.50	6.88	82.50
Apr	4,812.50	6.88	82.50

Current Year:	59,791.66	85.46
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Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

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9. Automatic Update of calculations

The Salary and F T E % will automatically fill down the columns. The "Current Year" salary and F T E % calculations will be updated. There will be no change to the budgeted Annual and Fiscal salaries. The difference represents your savings.

System Help SAP

Planning and Budget B6 - Going on Leave of Absence.

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000191	BATES	ROBERT	07.01.1999	03.05.1946	23.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	06N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:	10	
Work contract:	K7		FTE		FTE %
CFC Center:	102949	DENT:DEAN'S OFFICE	Total U of T		100.00
Cost Center:	14457	DENT:DEAN'S OFFICE	Position		100.00
Internal Order #:			Funding		100.00
General Ledger:	801050	PAY:UNION	Current Year		91.26
Hospital Code:					

Month	Salary \$	FTE %	Mth %
May	5,833.33	8.33	100.00
June	5,833.33	8.33	100.00
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	82.50
Oct	4,812.50	6.88	82.50
Nov	4,812.50	6.88	82.50
Dec	4,812.50	6.88	82.50
Jan	5,833.33	8.33	100.00
Feb	5,833.33	8.33	100.00
Mar	5,833.33	8.33	100.00
Apr	5,833.33	8.33	100.00

Funding	Payment	Payment	Annual	Monthly	Fiscal
Percent	Effective Date	End Date	Salary	Salary:	Salary:
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Current Year:	63,874.98	91.26
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Notes:

Position changes: edit salary increase form
 initial download

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10. Save

Click on the "Save" button to preserve your changes.

System Help | Save (Ctrl+S)

Planning and Budget B6 - Leave of Absence.

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000191	BATES	ROBERT	07.01.1999	03.05.1946	23.02.2003	B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #: General Ledger: 801050 PAY:UNION
 Hospital Code:

Month	Salary \$	FTE %	Mth %
May	5,833.33	8.33	100.00
June	5,833.33	8.33	100.00
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	82.50
Oct	4,812.50	6.88	82.50
Nov	4,812.50	6.88	82.50
Dec	4,812.50	6.88	82.50
Jan	5,833.33	8.33	100.00
Feb	5,833.33	8.33	100.00
Mar	5,833.33	8.33	100.00
Apr	5,833.33	8.33	100.00

FTE Total U of T: 100.00
 Position: 100.00
 Funding: 100.00
 Current Year: 91.26

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

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Current Year: 63,874.98 91.26

Notes: Position changes: edit salary increase form
 initial download

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11. Position changes message

In the "Position changes:" dialogue box, "going on leave of absence" will be noted.

Personnel # 99000191 | **Surname** BATES | **First Name** ROBERT | **Start Date:UOFT** 07.01.1999 | **Date of Birth** 03.05.1946 | **Last Action Date** 23.02.2003 | **Last Action User** B6TRAINING1

Personnel-Sub Area: 2000 USWA | **Contract Type:** 01 CONTINUING | **Pay Scale Group:** 06N | **Pay Scale Level:** Librarians only | **USWA Grid Step:** 10

Wage Type: 0110 T4 APPT STAFF-SAL PD | **Work contract:** K7 | **CFC Center:** 102949 DENT:DEAN'S OFFICE | **Cost Center:** 14457 DENT:DEAN'S OFFICE | **General Ledger:** 801050 PAY:UNION | **Hospital Code:**

Month	Salary \$	FTE %	Mth %
May	5,833.33	8.33	100.00
June	5,833.33	8.33	100.00
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	82.50
Oct	4,812.50	6.88	82.50
Nov	4,812.50	6.88	82.50
Dec	4,812.50	6.88	82.50
Jan	5,833.33	8.33	100.00
Feb	5,833.33	8.33	100.00
Mar	5,833.33	8.33	100.00
Apr	5,833.33	8.33	100.00

FTE Total U of T: 100.00 | **Position:** 100.00 | **Funding:** 100.00 | **Current Year:** 91.26

Funding	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Position changes: going on leave of absence
edit salary increase form
initial download

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

12. Click Green back Arrow

Click on the "Green Back Arrow" to return to the worksheet.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

PN0 Bill Sal Fund Recov Retire GoLOA RetLOA ADMonL

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000191	BATES	ROBERT	07.01.1999	03.05.1946	23.02.2003	B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: 801050 PAY:UNION
 Hospital Code:

Month	Salary \$	FTE %	Mth %
May	5,833.33	8.33	100.00
June	5,833.33	8.33	100.00
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	82.50
Oct	4,812.50	6.88	82.50
Nov	4,812.50	6.88	82.50
Dec	4,812.50	6.88	82.50
Jan	5,833.33	8.33	100.00
Feb	5,833.33	8.33	100.00
Mar	5,833.33	8.33	100.00
Apr	5,833.33	8.33	100.00

FTE Total U of T: 100.00
 Position: 100.00
 Funding: 100.00
 Current Year: 91.26

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

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Current Year: 63,874.98 91.26

Notes:

Position changes: going on leave of absence
 edit salary increase form
 initial download

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13. Exit Tutorial

You have completed the Put on Leave of Absence Tutorial. Proceed to Exercise 8: Return an Employee from Leave.

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.
101095	13985	801050	2000	99000044	AMES	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000082	AMES	DAN	70,000.00	70,000.00	70,000.00	80.00	80.00
101095	13987	801050	2000	99000006	AMES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102662	13979	801010	0100	99000177	AMES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	790100	0100	99000158	AMES	HELEN	28,000.00	28,000.00	28,000.00	40.00	40.00
101095	13996	801050	2000	99000139	AMES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000063	AMES	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000196	AMES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13991	801050	2000	99000215	AMES	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000115	BATES	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13983	801050	2000	99000020	BATES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000210	BATES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00

QNA (1) (010) db02 OVR

