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Exercise 8: Return Employee from Leave

1. Select a record

Select the employee who you wish to Return from Leave.

Planning and Budget B6 - Worksheet 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 cente	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. Highlight the row

Click on the row for "George Doe".

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The table displays employee data with columns for Funds cent, Cost center, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Fiscal Salary, Fund FT., and Fund FT... The row for George Doe is highlighted in blue.

Funds cent	Cost center	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	99000109	ELLIS	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00

3. Go to record detail

Click on "Salary Edit Form".

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The top toolbar includes buttons for 'Sort ascending', 'Sort descending', 'Salary Edit Form' (highlighted), 'Download', 'PNo', and 'Billed Salaries'. Below the toolbar, there are filters for 'Funds Center selected: ALL' and 'Cost Center Selected: ALL', along with an unchecked checkbox for 'Include subordinate Funds Centers'. A 'Total Records: 264' indicator is present above the data table.

Funds cent	Cost center	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	99000109	ELLIS	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00

At the bottom right of the interface, there is a status bar showing 'QNA (1) (010) db02 OVR'.

4. RetLOA Button

From your toolbar, click on "Ret L O A " icon.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Returning from Leave of Absence (Ctrl+F8)

Personnel # Surname First Name Start Date:UOFT Date of Birth Last Action Date Last Action User

99000110	DOE	GEORGE	01.10.1981	02.02.1951	17.02.2003	RBURBANK
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Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING

Rank-Code/Desc: Pay Scale Group: 05N

Tenure: Pay Scale Level: Librarians only

Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:

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:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	100.00
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:
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: initial download

QNA (1) (010) db02 OVR

5. Calculator for Ret LOA

A calculator will appear at right of your screen. The leave % will default to 82.5% for May and June.

System Help SAP

Planning and Budget B6 - Return from Leave of Absence

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000110	DOE	GEORGE	01.10.1981	02.02.1951	17.02.2003	RBURBANK

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	05N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
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:					

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

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

Current Year: 67,958.30 97.06

Notes: Position changes: initial download

QNA (1) (010) db02 OVR

6. Default Return Date

The system automatically returns the employee from leave effective July 1 at 100% FTE.

System Help SAP

Planning and Budget B6 - Return from Leave of Absence

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000110	DOE	GEORGE	01.10.1981	02.02.1951	17.02.2003	RBURBANK

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING										
Rank-Code/Desc:			Pay Scale Group:	05N											
Tenure:			Pay Scale Level:		Librarians only										
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:												
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
FTE	FTE %														
Total U of T	100.00														
Position	100.00														
Funding	100.00														
Current Year	0.00														

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

General Ledger:	801050	PAY:UNION
Hospital Code:		

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

Current Year: 67,958.30 97.06

Notes:

Position changes: initial download

QNA (1) (010) db02 OVR

7. Salary and FTE Calculations

The "Current Year" FTE and Salary are also calculated.

System Help SAP

Planning and Budget B6 - Return from Leave of Absence

Personnel # Surname First Name Start Date:UOFT Date of Birth Last Action Date Last Action User
 99000110 DOE GEORGE 01.10.1981 02.02.1951 17.02.2003 RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 05N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 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	4,812.50	6.88	82.50
June	4,812.50	6.88	82.50
July	5,833.33	8.33	100.00
Aug	5,833.33	8.33	100.00
Sept	5,833.33	8.33	100.00
Oct	5,833.33	8.33	100.00
Nov	5,833.33	8.33	100.00
Dec	5,833.33	8.33	100.00
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 FTE %
 Total U of T 100.00
 Position 100.00
 Funding 100.00
 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
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: 67,958.30 97.06

Notes: Position changes: initial download

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8. Enter: [82.5] via the keyboard.

To change the Return date, click in the month and type in the leave percentage. For the month of July enter: [82.5] via the keyboard.

System Help SAP

Planning and Budget B6 - Return from Leave of Absence

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000110	DOE	GEORGE	01.10.1981	02.02.1951	17.02.2003	RBURBANK

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	05N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
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		0.00
Hospital Code:					

Month	Salary \$	FTE %	Mth %
May	4,812.50	6.88	82.50
June	4,812.50	6.88	82.50
July	5,833.33	8.33	82.5
Aug	5,833.33	8.33	100.00
Sept	5,833.33	8.33	100.00
Oct	5,833.33	8.33	100.00
Nov	5,833.33	8.33	100.00
Dec	5,833.33	8.33	100.00
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

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 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:	67,958.30	97.06
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Notes:

Position changes:

QNA (1) (010) db02 OVR

9. Validate Change

When you validate your entry, the Salary and F T E % will automatically fill down the columns.

System Help SAP

Planning and Budget B6 - Return from Leave of Absence

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000110	DOE	GEORGE	01.10.1981	02.02.1951	26.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	05N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
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	82.56	
Hospital Code:					

Month	Salary \$	FTE %	Mth %
May	4,812.50	6.88	82.50
June	4,812.50	6.88	82.50
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:	57,750.00	82.56
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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:

QNA (1) (010) db02 OVR

10. Enter: [100] via the keyboard.

Specify the return date and percentage if it is later in this fiscal period. For example, if the employee will be returning in September, enter: [100] via the keyboard in that month.

System Help SAP

Planning and Budget B6 - Return from Leave of Absence

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000110	DOE	GEORGE	01.10.1981	02.02.1951	17.02.2003	RBURBANK

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	05N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
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		82.56
Hospital Code:					

Month	Salary \$	FTE %	Mth %
May	4,812.50	6.88	82.50
June	4,812.50	6.88	82.50
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	100
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	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:	57,750.00	82.56
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Notes:

Position changes:

QNA (1) (010) db02 OVR

11. Validate Change

Again, validate your entry by hitting the "enter" key from your keyboard.

System Help SAP

Planning and Budget B6 - Return from Leave of Absence

Personnel # Surname First Name Start Date:UOFT Date of Birth Last Action Date Last Action User
 99000110 DOE GEORGE 01.10.1981 02.02.1951 26.02.2003 B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 05N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 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	4,812.50	6.88	82.50
June	4,812.50	6.88	82.50
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	4,812.50	6.88	100
Oct	4,812.50	6.88	100
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

FTE FTE %
 Total U of T 100.00
 Position 100.00
 Funding 100.00
 Current Year 82.56

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: 57,750.00 82.56

Notes:

Position changes: return from leave of absence
 initial download

QNA (1) (010) db02 OVR

12. Note changes

Before you save note the "Salary" and "F T E %" will automatically fill down the columns.

System Help SAP

Save (Ctrl+S)

Planning and Budget B6 - Return from Leave of Absence

Personnel #	Surname	First Name	Start Date/UOFT	Date of Birth	Last Action Date	Last Action User
99000110	DOE	GEORGE	01.10.1981	02.02.1951	26.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	05N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
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		94.16
Hospital Code:					

Month	Salary \$	FTE %	Mth %
May	4,812.50	6.88	32.50
June	4,812.50	6.88	82.50
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	5,833.33	8.33	100.00
Oct	5,833.33	8.33	100.00
Nov	5,833.33	8.33	100.00
Dec	5,833.33	8.33	100.00
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

Current Year:	65,916.64	94.16
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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:

QNA (1) (010) db02 OVR

13. Save your entry

Save your entries by selecting the "Save" icon from your toolbar.

Personnel # 99000110 **Surname** DOE **First Name** GEORGE **Start Date:UOFT** 01.10.1981 **Date of Birth** 02.02.1951 **Last Action Date** 26.02.2003 **Last Action User** B6TRAINING1

Personnel-Sub Area: 2000 USWA **Contract Type:** 01 CONTINUING
Rank-Code/Desc: **Pay Scale Group:** 05N
Tenure: **Pay Scale Level:** Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:**

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	4,812.50	6.88	82.50
June	4,812.50	6.88	82.50
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	5,833.33	8.33	100.00
Oct	5,833.33	8.33	100.00
Nov	5,833.33	8.33	100.00
Dec	5,833.33	8.33	100.00
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 **FTE %**
Total U of T 100.00
Position 100.00
Funding 100.00
Current Year 94.16

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: 65,916.64 94.16

Notes: **Position changes:** return from leave of absence
 initial download

QNA (1) (010) db02 OVR

14. Salary and FTE %

The Salary and F T E % calculations will automatically update. There will be no change to the budgeted "Annual" and "Fiscal" Salaries.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

PNo Bill Sal Fund Recov Retire GoLOA RetLOA ADMonL

Personnel # Surname First Name Start Date:UOFT Date of Birth Last Action Date Last Action User
 99000110 DOE GEORGE 01.10.1981 02.02.1951 23.02.2003 B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 05N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 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	4,812.50	6.88	82.50
June	4,812.50	6.88	82.50
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	5,833.33	8.33	100.00
Oct	5,833.33	8.33	100.00
Nov	5,833.33	8.33	100.00
Dec	5,833.33	8.33	100.00
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
Current Year:	65,916.64	94.16	

FTE FTE %
 Total U of T 100.00
 Position 100.00
 Funding 100.00
 Current Year 94.16

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

Notes:

Position changes: return from leave of absence
 initial download

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

15. Current vs. Fiscal Salary

The difference between "Current Year" and "Fiscal Salary" represents your savings.

Personnel # 99000110 **Surname** DOE **First Name** GEORGE **Start Date:UOFT** 01.10.1981 **Date of Birth** 02.02.1951 **Last Action Date** 23.02.2003 **Last Action User** B6TRAINING1

Personnel-Sub Area: 2000 USWA **Contract Type:** 01 CONTINUING
Rank-Code/Desc: **Pay Scale Group:** 05N
Tenure: **Pay Scale Level:** Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:** **FTE %** 94.16
Work contract: K7
CFC Center: 102949 DENT:DEAN'S OFFICE
Cost Center: 14457 DENT:DEAN'S OFFICE
Internal Order #: **Funding:** 100.00
General Ledger: 801050 PAY:UNION
Hospital Code: **Current Year:** 94.16

Month	Salary \$	FTE %	Mth %
May	4,812.50	6.88	82.50
June	4,812.50	6.88	82.50
July	4,812.50	6.88	82.50
Aug	4,812.50	6.88	82.50
Sept	5,833.33	8.33	100.00
Oct	5,833.33	8.33	100.00
Nov	5,833.33	8.33	100.00
Dec	5,833.33	8.33	100.00
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 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: 65,916.64 **FTE %:** 94.16

Position changes: return from leave of absence
initial download

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

16. Green Back Arrow

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

Personnel # 99000110 **Surname** DOE **First Name** GEORGE **Start Date:UOFT** 01.10.1981 **Date of Birth** 02.02.1951 **Last Action Date** 26.02.2003 **Last Action User** B6TRAINING1

Personnel-Sub Area: 2000 USWA **Contract Type:** 01 CONTINUING
Rank-Code/Desc: **Pay Scale Group:** 05N
Tenure: **Pay Scale Level:** Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:** **FTE %** 82.50
Work contract: K7 **FTE** 100.00
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** 94.16
Hospital Code: **Display only**
 EAF CRC New hire Recovery Self funded

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

Current Year: 65,916.64 94.16

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: return from leave of absence
initial download

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

17. Exit tutorial

You have completed the exercise to "Return an Employee from Leave". Please proceed to Exercise 9: Academic on Administrator 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.
102949	14457	801050	2000	99000060	CAMPBELL	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000175	DAWSON	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000156	DAWSON	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000023	DAWSON	PATRICK	70,000.00	70,000.00	70,000.00	50.00	50.00
101095	11553	801050	2000	99000004	DAWSON	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000118	DAWSON	LUCY	70,000.00	70,000.00	70,000.00	56.17	56.17
101095	13992	801050	2000	99000042	DAWSON	GEORGE	70,000.00	70,000.00	70,000.00	80.00	80.00
102949	14457	801020	0400	99000080	DAWSON	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000099	DAWSON	DAN	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000137	DAWSON	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13985	801050	2000	99000232	DAWSON	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102249	13369	801050	2000	99000194	DAWSON	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13995	801050	2000	99000213	DAWSON	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000061	DAWSON	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13984	801050	2000	99000118	DAWSON	LUCY	70,000.00	70,000.00	70,000.00	43.83	43.83
102949	14457	801015	0100	99000148	DOE	DAVID	70,000.00	70,000.00	70,000.00	0.00	0.00
100414	11125	801050	2000	99000091	DOE	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801015	0100	99000148	DOE	DAVID	70,000.00	70,000.00	70,000.00	0.00	0.00
100415	11127	801050	2000	99000015	DOE	KAREN	70,000.00	70,000.00	70,000.00	15.00	15.00
102949	14457	801050	2000	99000110	DOE	GEORGE	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

QNA (1) (010) db02 OVR