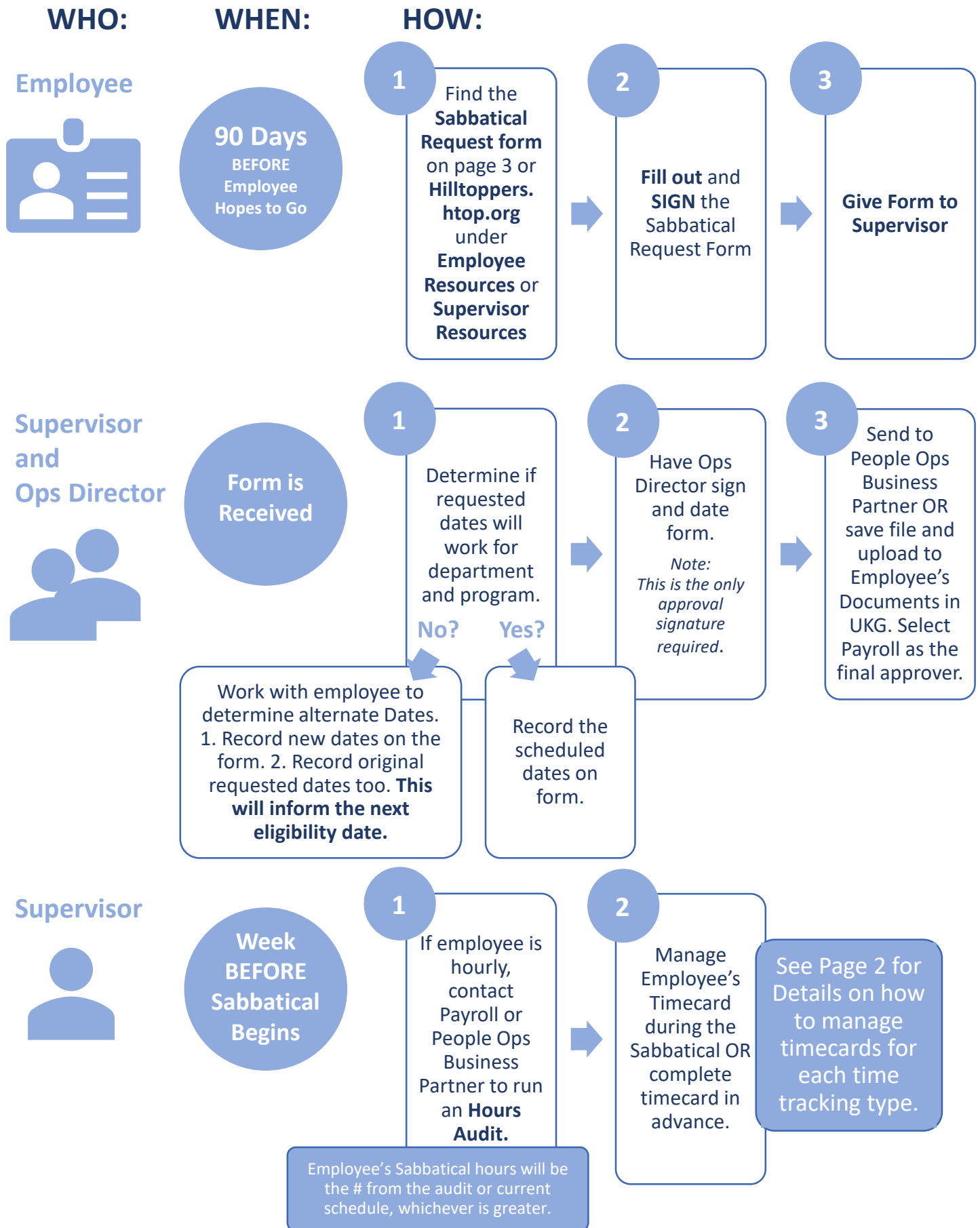


STEPS TO PROCESSES A SABBATICAL REQUEST



HOW TO MANAGE EMPLOYEE TIMECARDS DURING SABBATICAL



Hours Entry employees (both Exempt and Non-Exempt):

- Employee chooses the Sabbatical code and enters hours on the timecard. Weekly hours for the Sabbatical will either be 1) the number of hours determined by the Hours Audit or 2) the Employee's current scheduled hours—whichever is greater.
- Leave days not typically worked by the employee completely blank – Don't enter zeroes (0.00) as this will cause a glitch in the calculations.
- Employee can fill out and Submit their timecards in advance for all four weeks. Or, the Supervisor can enter the Sabbatical days as they occur.
- **Supervisor Approves the timecard each pay period.**



Time Clocking employees:

- Supervisor fills out the employee's timecard each pay period by selecting the Sabbatical code and entering the daily hours in the **REG** column (don't enter Clock Punches as the employee is not actually on shift).
- Weekly hours for the Sabbatical will either be 1) the number of hours determined by the Hours Audit or 2) the Employee's current scheduled hours—whichever is greater. Leave days not typically worked by the employee completely blank – Don't enter zeroes (0.00) as this will cause a glitch in the calculations.
- **Supervisor can fill out the timecards in advance and then Approve when the pay period is being processed.**



Exempt, Auto Paid Employees:

- Employee chooses the Sabbatical code and fills out their timecard in advance by entering 8.00 hours each day, Monday – Friday. When the Sabbatical hours are Saved, they will replace the (100)Auto-Pay.
- Or, the Supervisor can enter the Sabbatical hours on the timecard. The important part here is to use the Sabbatical code so it is recorded in the person's Pay History.
- Leave days not typically worked by the employee completely blank – Don't enter zeroes (0.00) as this will cause a glitch in the calculations.



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SABBATICAL REQUEST FORM

EMPLOYEE MUST PROVIDE A 90 DAY NOTICE. Please save the approved Request to a file and then upload it to the Employee's Documents in UKG: My Team > My Employees > Open EE profile. Go to Documents > Employee Documents. Click the Add button at the top of the page. Select the "Sabbatical" category. Save and upload the approved Request and select the Payroll Administrator as the final approver.

Employee Name _____ Employee ID _____

Program Name _____ Department Number _____

Date of Hire/Longevity Date _____ Date of last Sabbatical _____

Dates Requested/Approved for Sabbatical _____

Dates Originally Requested (only if original Request was denied) _____

Employee Signature _____

Supervisor Signature _____

OPS level Director Signature _____

Date Request was Approved by OPS _____