University of Minnesota–Duluth (UMD) Sabbatical Two-Year Option

Faculty at UMD have the option of having a sabbatical paid out over a two-year period. This job aid is a companion document specifically meant for UMD only and is to be used in conjunction with:

- “Sabbatical Leaves” job aid
- “9 and 10 over 12 Month Sabbatical Entry” job aid

The first section includes a 9 over 9 appointment; 9 and 10 over 12 appointment instructions begin on page D.

9 OVER 9–FIRST YEAR

Note: See the “Sabbatical Leaves” job aid for complete steps for entering the first year of sabbatical.

In the first year of the UMD Sabbatical, the faculty member is 100% away, but receives 75% pay. In this example, assume a 9-month faculty who works 40 hours per week:

(August) After an employee has been returned from short work break and the merit increase is entered (if applicable), in Job Data:

1. Insert a new row.
2. Enter the effective date of the sabbatical.

In Absence Management:

1. Enter an “Excused Paid” (Reason: Sabbatical) absence line at 75% of daily hours (i.e., daily hrs x 75%).
2. Enter an “Excused Unpaid” (Reason: Sabbatical) absence line at 25% of daily hours (i.e., daily hrs x 25%).

(May) In Job Data:

1. Insert a new row.
2. Enter the effective date of the faculty’s return from sabbatical leave.
4. Insert another row.
5. Enter the same effective date, but use sequence “1.”
7. In Absence Management, verify that the end dates for the “Excused Paid/Excused Unpaid” are the day BEFORE the return from leave date.
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9 OVER 9–SECOND YEAR

In the second year, the faculty member is back working 100% time, but will only receive 75% of their current pay. In addition, a merit increase should be applied at 100%.

(August) In Job Data, return the faculty member from short work break.

1. Insert a new row.
2. Use Action/Reason: Return from Work Break/Return from Work Break.
3. Enter *Expected Job End Date*.
4. Click <Save>.
5. In Job Data, go to the Job Information tab; determine the number of standard hours (e.g., 40). A portion of these hours will need to be entered in Additional Pay.
6. In Job Data, go to the Compensation tab.
7. Expand the Pay Rates section and determine the hourly rate. You will need this rate to enter in Additional Pay. In this example, the hourly rate is 52.56350.

8. Go back to the Work Location tab and insert another row. Use the same effective date as the Return from Work Break, but use sequence “1.”
9. Enter the Merit; use Action/Reason: Pay Rate Change/Merit.
10. Enter the new compensation amount on the Compensation tab.
11. Click <Save>.

Note: The standard hours and hourly rate (not the merit hourly rate) from Job Data are entered into Additional Pay to reduce the second year pay by 25%. Follow these steps:
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In Additional Pay:

Note: Even though the faculty member is salaried, hours are entered into Additional Pay to reduce pay.

1. Earnings Code: SLU. (If this code already exists, click the plus sign to add a new effective date).
   a. Using SLU will reduce the regular pay by 25%, per the business process (working 100% but only paid 75%).

2. Effective Date: Enter the first day of the pay period in which the return from short work break occurred. Note: Return from Short Work Break is a Job Data action that will automatically prorate additional pay.

3. Addl Seq Nbr: Usually “1,” increment if needed.

4. End Date: Enter the last day of the pay period in which the semester ends. Note: Short Work Break is a Job Data action that will automatically prorate additional pay.

5. Hours: Use this formula to determine what is entered in the Hours field:
   a. Job Data standard hours x 25% x 2 (biweekly pay period).
   b. Example: 40 standard hours x 25% = 10 x 2 = 20
   c. Enter 20 into the Hours field.

6. Hourly Rate: Enter the hourly rate (prior to the Merit) from the Job Data Pay Rates section (i.e., 52.563500).

In Absence Management: No entry needed.
UMD SABBATICAL TWO-YEAR OPTION FOR 9 AND 10 OVER 12 APPOINTMENTS

9 AND 10 OVER 12–FIRST YEAR

Note: See the “9 and 10 over 12 Month Sabbatical Entry” job aid for complete steps for entering the first year of sabbatical.

A 9 or 10 over 12 appointment works 9 or 10 months but is paid over 12 months. Sabbaticals are leaves that may be requested by eligible faculty and senior leaders.

When a 9 or 10 over 12 appointment chooses the Sabbatical two-year option, steps are needed to reduce the salary during the times the individual is not “officially” on sabbatical (i.e., Mid-June until late-August and late-May through mid-June of the following year. See campus calendars for specific dates.).

In the first year of the UMD Sabbatical two-year option, the faculty member is 100% away, but receives 75% pay. In this example, assume a 9 over 12 month faculty who works 40 hours per week:

(June) In Job Data:

1. Determine the following information as it is needed for entry in the Additional Pay page:
   a. **Job Information** tab: Determine the number of standard hours.
   b. **Compensation** tab: Expand the pay rates section and determine the hourly rate (i.e., 52.56350).

2. If an merit increase is given, enter it in Job Data prior to determining the information listed above.

Note: The standard hours and hourly rate from Job Data are entered into Additional Pay to reduce the pay during the time the individual is not “officially” on sabbatical. Make sure to have this information before navigating to Additional Pay.

(June) In Additional Pay:

1. Earnings Code: “SLU.” (If this code already exists, click the plus sign to add a new effective date.)
   a. Using “SLU” will reduce the regular pay per the business process.

2. Effective Date: Enter the first day of the new payroll fiscal year pay period.

3. Addl Seq Nbr: Usually “1,” increment if needed.
4. End Date: Enter the last day of the pay period previous to the beginning of the sabbatical.
   a. Example: The beginning of the school year for the UMD campus in 2015 was 8/24/2015, which fell into pay period 8/24/15–9/06/15.
   b. Therefore, enter the end date as 8/23/15, which is the end date previous to the last pay period.

   Note: The action of “ Paid Leave of Absence” does not automatically prorate and may require manual prorating (i.e., hours for the last pay period).

5. Since hours are used to reduce pay, enter the appropriate number of hours to reduce pay during the partial pay period.

6. Hours: Use this formula to determine what is entered in the Hours field:
   a. Job Data standard hours x 25% x 2 (biweekly pay period).
   b. Example: 40 standard hours x 25% = 10 x 2 = 20
   c. Enter 20 into the Hours field.

7. Hourly Rate: Enter the hourly rate (after the merit) from the Job Data Pay Rates section (i.e., 52.563500).

8. Click <Save>.

(August) In Job Data:

1. Insert a new row.
2. Enter the effective date of the sabbatical.
4. Enter a date in the Expected Return Date field.
5. Click <Save>.
6. In Additional Pay, verify that earnings code “SLU” was ended on the correct date and hours were manually prorated (if applicable).

In Absence Management (reduces pay during the official sabbatical):

1. Enter an “Excused Paid” (Reason: Sabbatical) absence line at 75% of daily hours (i.e., daily hrs x 75%).
2. Enter an “Excused Unpaid” (Reason: Sabbatical) absence line at 25% of daily hours (i.e., daily hrs x 25%).
(May) In Job Data:

1. Insert a new row.
2. Enter the effective date of the faculty’s return from sabbatical leave.
4. Click <Save>.
5. In Absence Management, verify that the end dates for the “Excused Paid/Excused Unpaid” are the day BEFORE the return from leave date.

Since the sabbatical has officially ended, salary must again be reduced by 25% in Additional Pay.

(May-June) In Additional Pay:

1. Earnings Code: “SLU”. (If this code already exists, click the plus sign to add a new effective date.)
   a. Using “SLU” will reduce the regular pay per the business process.
2. Effective Date: Enter the day after the end of the sabbatical (semester).
   
   Note: The action of “Return from Leave” does not automatically prorate and may require manual prorating (i.e., hours for the first pay period when returning from leave).
3. Addl Seq Nbr: Usually “1,” increment if needed.
4. End Date: Enter the last day of the payroll fiscal year for the second year.
   a. This will reduce pay from the end of the first year of the sabbatical through the following fiscal year. Extending “SLU” through the following June will keep the pay reduced through the end of the second year.
5. Hours: Use this formula to determine what is entered in the Hours field:
   a. Job Data standard hours x 25% x 2 (biweekly pay period).
   b. Example: 40 standard hours x 25% = 10 x 2 = 20
   c. Enter 20 into the Hours field.
6. Hourly Rate: Enter the hourly rate (prior to the second year merit) from the Job Data Pay Rates section (i.e., 52.563500).
7. Click <Save>.
University of Minnesota–Duluth (UMD) Sabbatical
Two-Year Option (cont.)

9 AND 10 OVER 12—SECOND YEAR

In the second year, the faculty member is back working 100% time, but will only receive 75% of their current pay. In addition, a merit increase should be applied at 100%.

In Job Data, add a row and enter the merit increase.

If Additional Pay is entered to cover the second year, along with a merit increase, the hourly rate must be the hourly rate prior to the second year merit.

If the Additional Pay was not entered to cover the second year (payroll fiscal year), add a row and use the dates of the entire payroll fiscal year for the second year. This will reduce the salary by 25% for the second year. No other action is needed.