

PPS INSTRUCTIONS FOR SABBATICAL LEAVES

A copy of the approved ALAS (Academic Leave of Absence/Sabbatical) form will serve as pre-approval for this type of action. Once you have received the approved copy proceed with the online PPS entry. More information regarding sabbatical leave policy and procedures can be found in [APM 740](#).

You will need to use the LVE bundle in PPS. Enter the leave action code, dates, and type on the ELVE screen. Press F11 to access the EAPC screen. Do not change the appointment level information on the EAPC screen. At the distribution level you will need to end the current pay line and add three new distributions: a sabbatical pay line, a staffing line to hold the FTE, and a return to regular pay line. For more information regarding staffing line procedures, please refer to the staffing chapter of the [Academic Personnel/PPS Manual](#).

See below for sample ELVE and EAPC screen shots showing a sabbatical at 67% salary with a 33% research supplement. If the sabbatical you are entering is at different salary percentage and/or does not include a research supplement, the entry would look similar to that below except for percentage changes and perhaps the lack of a research appointment (in the case of no supplement). For further step-by-step PPS implementation instructions, please refer to the Leave with Pay instructions in the PPS User's Guide.

PPELVE0-E0943	EDB Entry/Update	06/01/01 08:37:02
06/01/01 09:56:55	Appts./Distributions-Condense	Userid: VCAIHG
ID: 000009237 Name: ACADEMIC, JOHN B.	SSN: 888-50-6543	Pri Pay: MO
Leave of Absence Action Code	: 07	
Leave of Absence Begin Date	: 110101	Return: 030102 Type: 02
Last Sabbatical Credit Balance	:	
Sabbatical Credit Date	:	
Sabbatical Credit Accrued	:	
Sabbatical Credit Accrued Thru date	:	
Sabbatical Credit Used	:	
Total Sabbatical Credit Balance	:	
TRIP Reduction Percentage	:	
TRIP Duration	:	
TRIP Begin Date	:	

```

PPEAPC0-E0943                EDB Entry/Update                06/01/01 08:37:02
06/01/01 09:56:55          Appts./Distributions-Condense      Userid:  VCAIHG
ID: 000009237 Name: ACADEMIC, JOHN B.      SSN: 888-50-6543  Pri Pay: MO
      PAF Gen No:      3                                Pg 01 of 02
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept
  10           A   5   09  12    070197    999999   T 000619
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
1100 PROFESSOR - ACADEMIC YEAR           1.00  F   72300.00   A MO  N   N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd St/OA Rate/Amount DOS PRQ D W
11
      ASX0002 19900A 0 1.00 1.0000 100198 103101 2      6025.00   REG
12
      ASX0002 19900A 0 0.00 0.6700 110101 022902 2      6025.00   SAB
13
      ASX0002 19900A 0 1.00 0.0000 070101 022902 2      6025.00   RGS
14
      ASX0002 19900A 0 1.00 1.0000 030102 999999 2      6025.00   REG

```

```

PPEAPC0-E0943                EDB Entry/Update                06/01/01 08:37:02
06/01/01 09:56:55          Appts./Distributions-Condense      Userid:  VCAIHG
ID: 000009237 Name: ACADEMIC, JOHN B.      SSN: 888-50-6543  Pri Pay: MO
      PAF Gen No:      3                                Pg 02 of 02
Appt  Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept
  20           A   5   09  12    110101    022902   000619
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
3203 RESEARCH_____ - ACADEMIC YEAR     0.33  F   72300.00   A MO  N   N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd St/OA Rate/Amount DOS PRQ D W
21
      ASX0003 37427A 0 0.00 0.3300 110101 022902 2      6025.00   SLS

```