Faculty Sabbatical Checklist

ACADEMIC YEAR

☐ Staff Hire & Job Change Form
  o Effective Date
  o Position #
  o Reason (select Change FTE for Faculty Sabb)
  o Standard Hours (26 hours for 65% pay)

☐ Additional Pay Form – Completed as Follows:
  o Earnings Code – USB
  o Effective Begin Date – Start of Academic Year
  o Effective End Date – End of Academic Year
  o Payment Amount per Calc – Dollar amount of missed pay per month (Generally 35%)
  o Hours – Number of hours per month not being paid (for 65% sabbatical, use 61.6: determine this number by taking 176 times the percent not being paid)

☐ Funding Data Form

SEMESTER

☐ Funding Data Form

**No Position/Job Action Required

ACTION FOLLOWING FORM COMPLETION

Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.