

### Add Sabbatical Information

1. [Search for an Employee](#).
2. From the *Employee Appointment Menu* screen, select **Appointment Information**.
3. From the *Appointment Selection List* screen, select the appropriate **Internal ID**.
4. From the *Appointment Information* screen, select **Sabbatical/Faculty Information**.
5. From the *Sabbatical/Faculty Information* screen, complete **Start Date**, **End Date** and select the **% of Pay**. Click **Save**.
  - If a 50% Sabbatical, The system will automatically reduce the **Appt FTE** and the **Base Salary** by 50%. Once the sabbatical record expires, the system will restore an additional 50% to the **Appt FTE** and **Base Salary** that are in effect at the time.
6. Click **Release for Approval**.
7. From the *Data to Be Released for Approval* screen, select **Release for Approval**.

**Note:** Any supplemental grant funding to a faculty member while on sabbatical should be accomplished by adding the supplemental research funds directly to base salary and changing base salary funding prior to release.

**Report:** Use the **Sabbatical Leave** report to monitor these transactions. Go to the [WOW Front Page](#) to use this report.