



File Name	ABBR_BUSPROC.doc
Version	8.9
Document Created	8/28/2009
Date Modified	8/28/2009
Last Changed by	Ann M. Flood
Status	DRAFT

ABBR

Concept

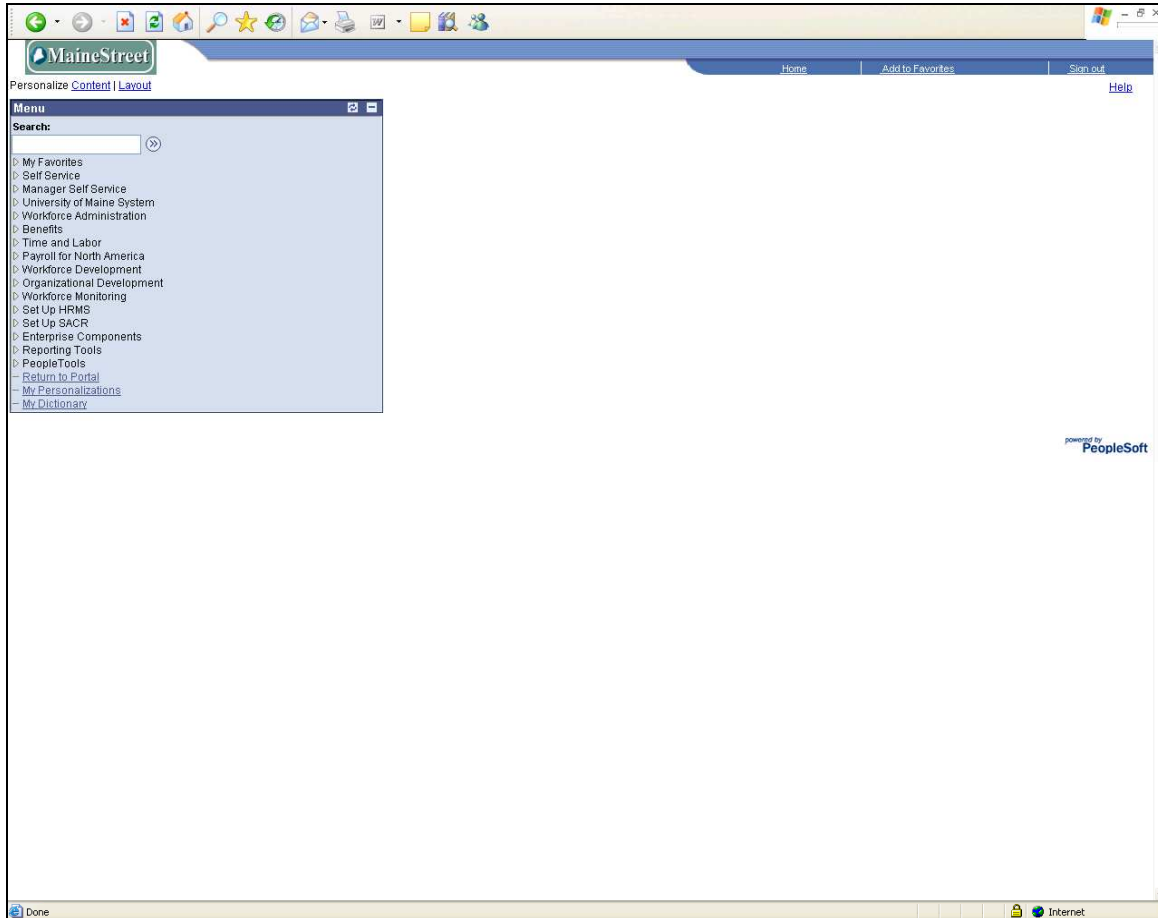
Description:

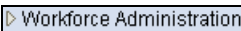

There are a number of situations where the amount on which an employee's benefits are calculated is different than the calculated Annual Rate of pay. In those instances, one of the following processes should be followed to ensure that benefits are calculated and benefits deductions are withheld properly. The set up may vary for each of the following:

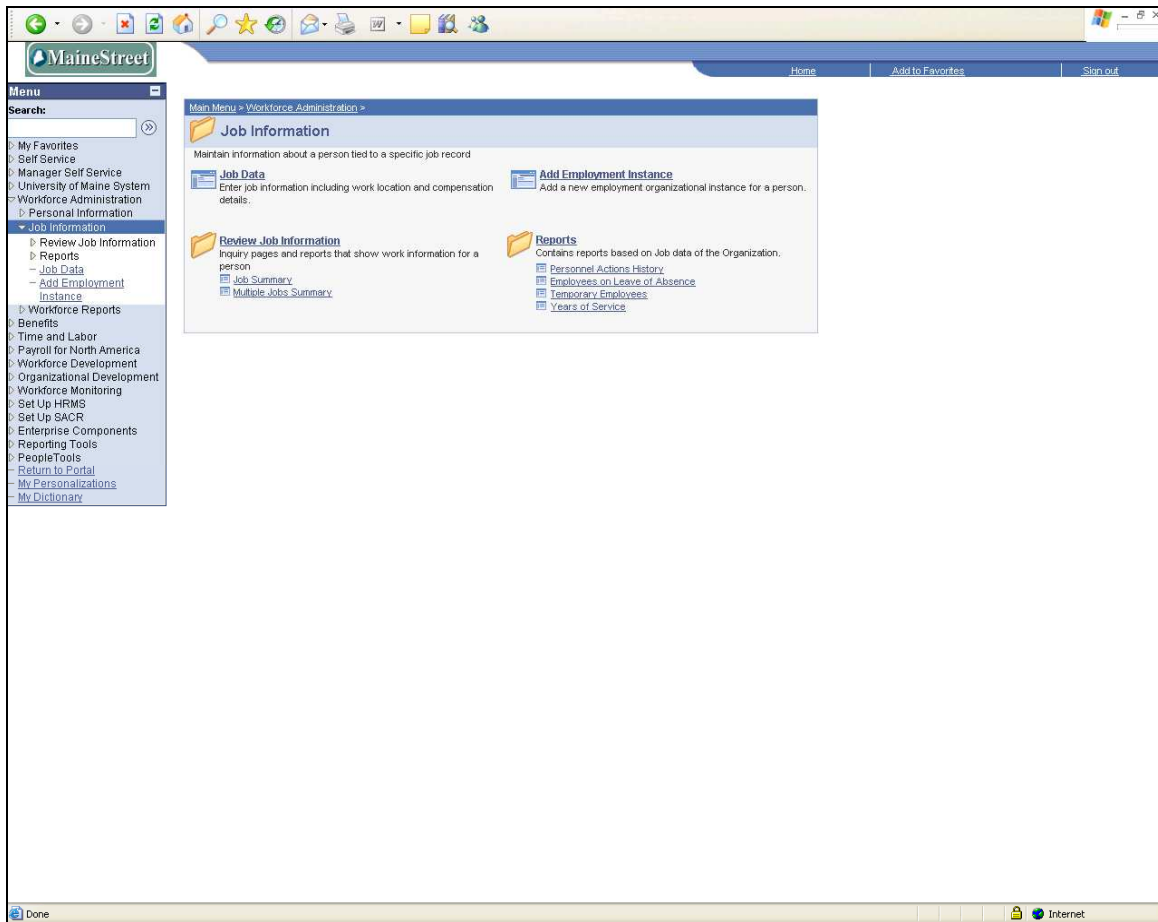
1. Biweekly Employee paid less than 26 pay periods.
2. Stipend included in base pay.
3. Mutual Reduction of hours

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Navigation:



- | Step | Action |
|------|--|
| 1. | Click the Workforce Administration link.
 |
| 2. | Click the Job Information link.
 |

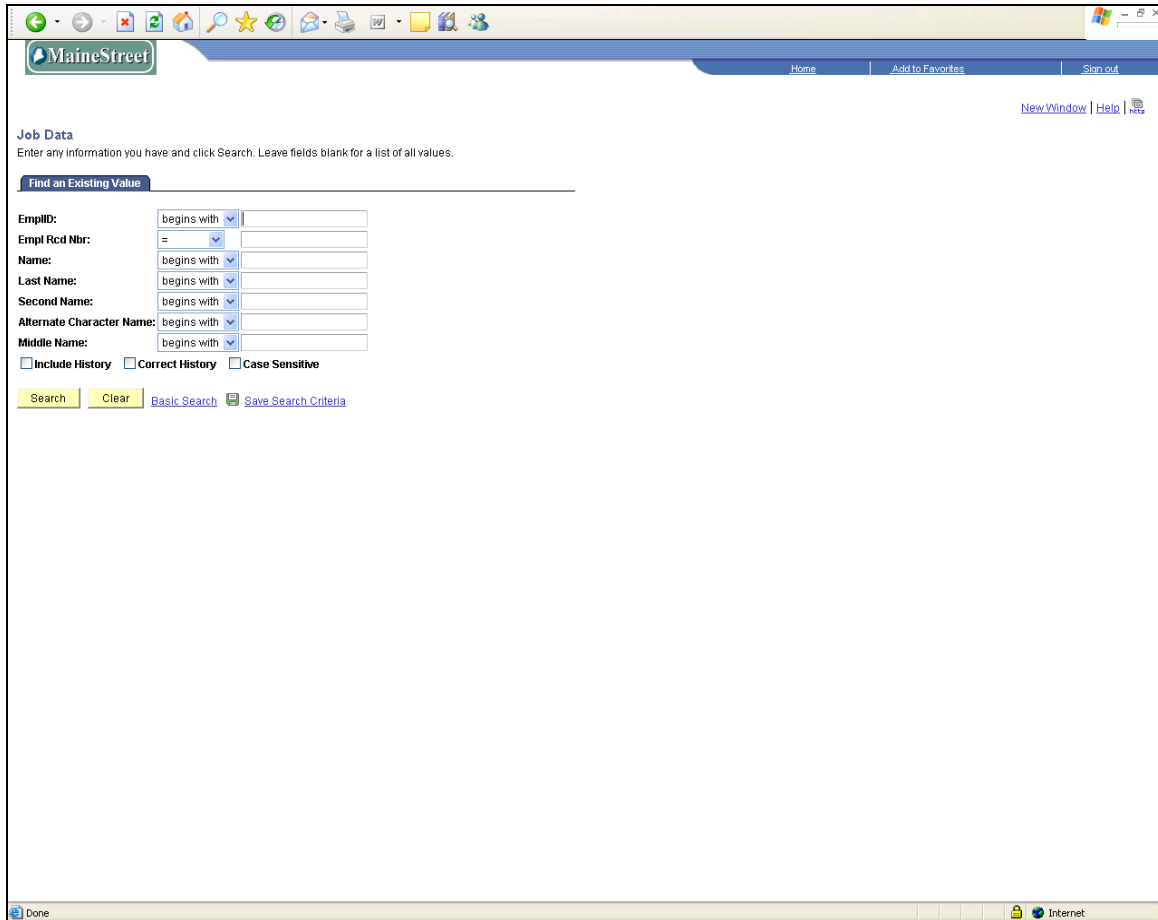


Step

Action

3. Click the **Job Data** link.
[Job Data](#)

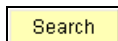
Procedure:

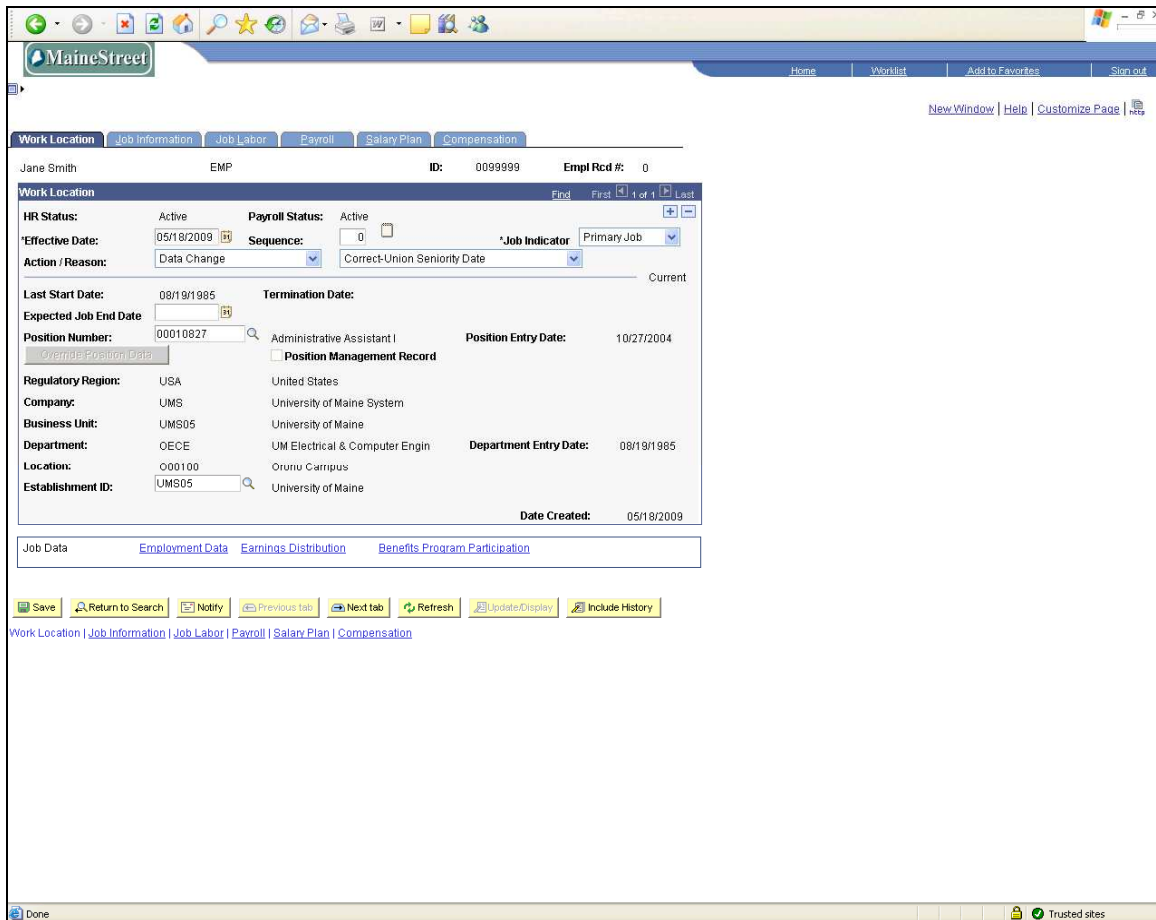


Step	Action
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- | | |
|----|--|
| 4. | Enter EmplID, Name or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list to review. |
| 5. | Click the Search button. |

If multiple employee records are listed, click on the appropriate employee record to continue.





The screenshot shows the HRMS ABBR interface for employee Jane Smith. The main form displays the following information:

- Employee Info:** Jane Smith, EMP, ID: 0099999, Empl Rcd #: 0
- Work Location:** Active, Payroll Status: Active, Sequence: 0, Job Indicator: Primary Job
- Effective Date:** 05/18/2009
- Action / Reason:** Data Change, Correct-Union Seniority Date
- Last Start Date:** 08/19/1985, Termination Date:
- Expected Job End Date:**
- Position Number:** 00010827, Administrative Assistant I, Position Entry Date: 10/27/2004
- Regulatory Region:** USA, United States
- Company:** UMS, University of Maine System
- Business Unit:** UMS05, University of Maine
- Department:** OECE, UM Electrical & Computer Engin, Department Entry Date: 08/19/1985
- Location:** 000100, Oruru Carrampus
- Establishment ID:** UMS05, University of Maine
- Date Created:** 05/18/2009

Navigation buttons at the bottom include: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History.

Step	Action
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6.	Click the Plus (+) key to add a new row.
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7.	Enter the effective date of the change into the Effective Date field.
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NOTE: Effective date **should be the first day of a pay period.**

8.	Click the drop down arrow to select from the Action list.
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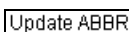
9.	Click the appropriate list item from the Action list.
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10.	Click the drop down arrow to select from the Action/Reason list.
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11.	Click the appropriate item from the Action/Reason list.
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Process Document

HRMS: ABBR

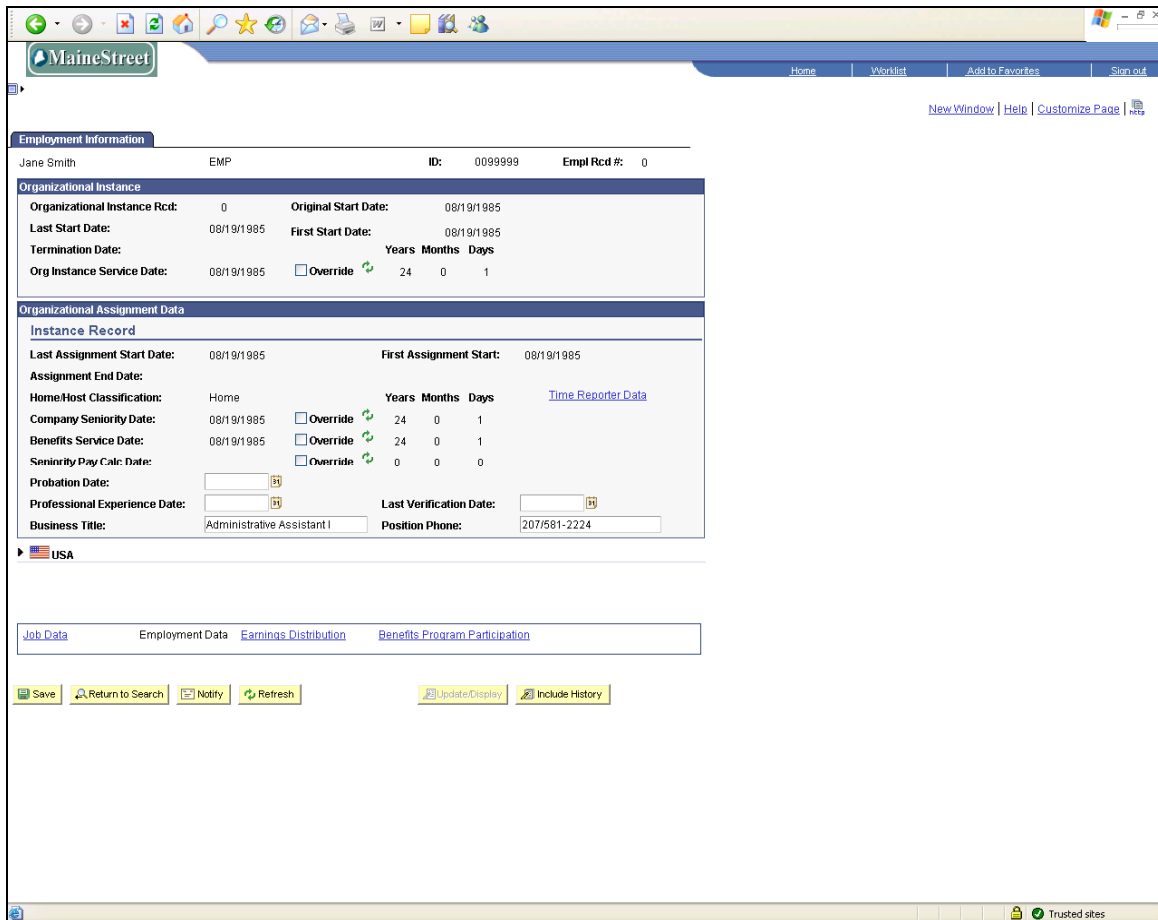


The screenshot displays the HRMS ABBR interface for employee Jane Smith. The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The main content area shows the following details:

- Employee Information:** Jane Smith, EMP, ID: 0099999, Empl Rcd #: 0
- Work Location:** Active, Payroll Status: Active, Effective Date: 09/01/2009, Sequence: 0, Job Indicator: Primary Job
- Action / Reason:** Data Change, Update ABBR
- Termination Date:** Future
- Position Information:** Position Number: 00010827, Administrative Assistant I, Position Entry Date: 10/27/2004
- Regulatory Region:** USA, United States
- Company:** UMS, University of Maine System
- Business Unit:** UMS05, University of Maine
- Department:** OECE, UM Electrical & Computer Engin, Department Entry Date: 08/19/1985
- Location:** 000100, Orono Campus
- Establishment ID:** UMS05, University of Maine
- Date Created:** 08/20/2009

Below the main details, there are links for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. The Employment Data link is highlighted in blue. At the bottom of the interface, there are buttons for Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History.

- | Step | Action |
|------|---|
| 12. | Click the Employment Data link.
Employment Data |



The screenshot shows the HRMS ABBR web application interface. At the top, there is a navigation bar with "Home", "Worklist", "Add to Favorites", and "Sign out" links. Below this, the "Employment Information" section displays details for Jane Smith (EMP, ID: 009999, Empl Rcd #: 0). The "Organizational Instance" section shows dates and an "Override" checkbox. The "Organizational Assignment Data" section includes "Instance Record" with dates, classification, and seniority information. A "USA" flag icon is visible below the assignment data. At the bottom of the form, there are tabs for "Job Data", "Employment Data", "Earnings Distribution", and "Benefits Program Participation". A toolbar at the bottom contains buttons for "Save", "Return to Search", "Notify", "Refresh", "Update/Display", and "Include History".

Step	Action
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13.	Click the USA flag to Expand the section .
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14.	Click the drop down arrow to select from the Contract Length list.
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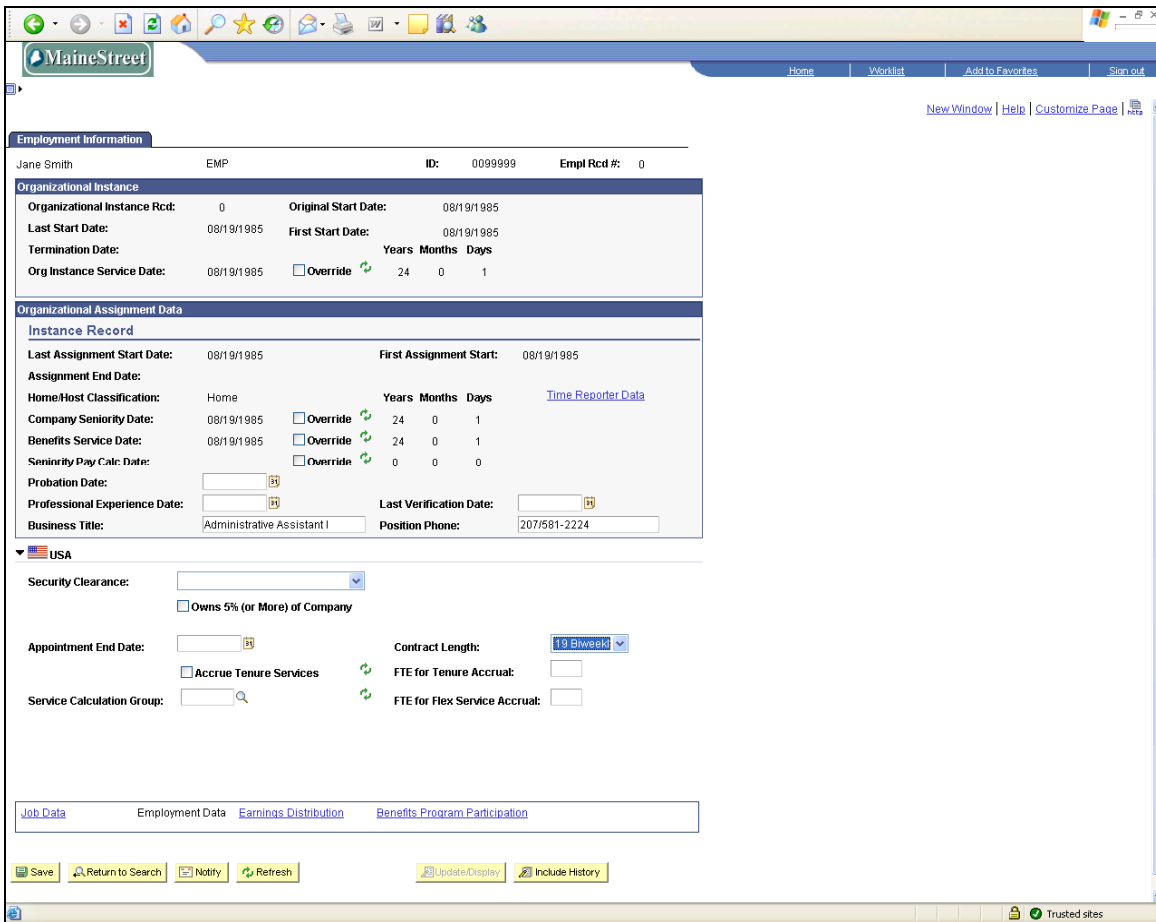


15.	Select the appropriate contract length.
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Biweekly-paid employees should have Biweekly pay periods (i.e. Biweekly 20 if employee works 20 pay periods per year).

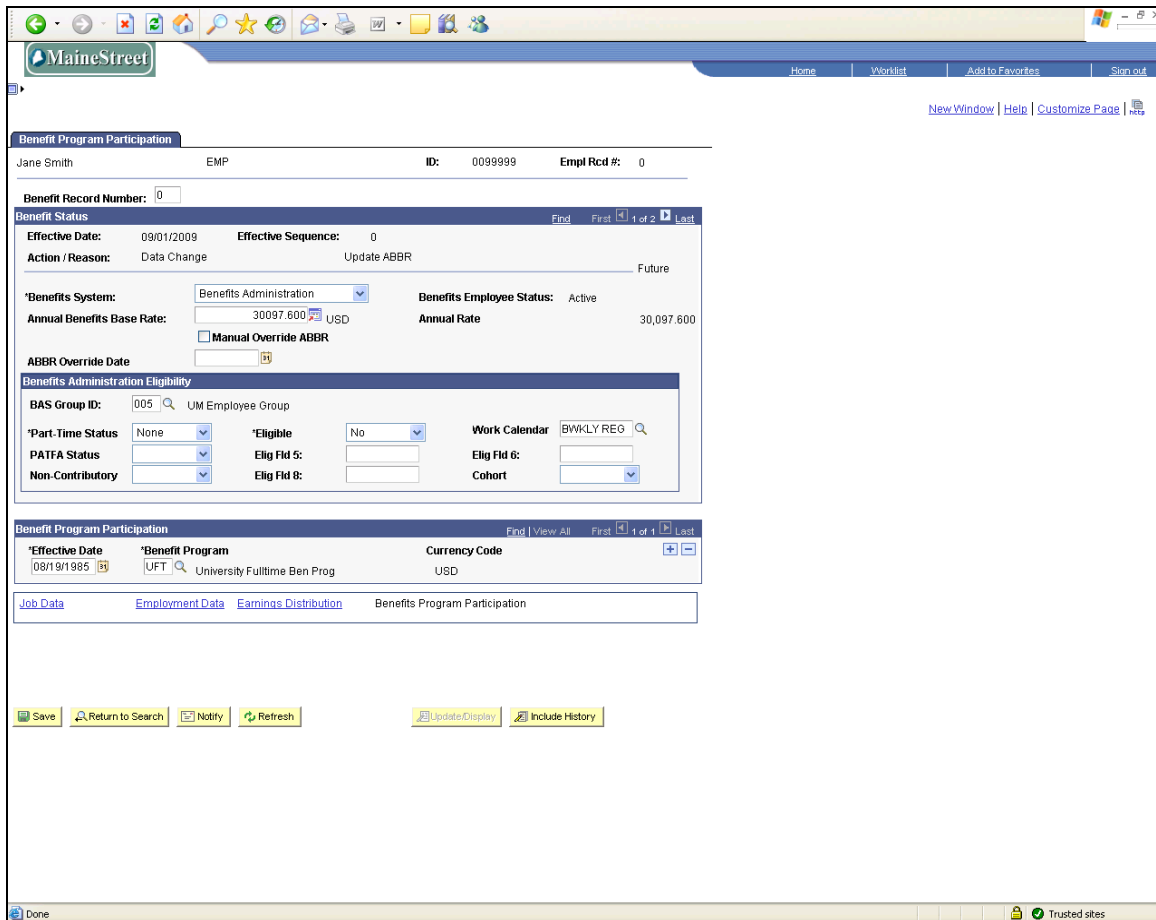
Salaried employees should have Monthly pay periods (i.e. Month 09 if employee works 9 months per year).

<input type="text" value="19 Biweekly"/>
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The screenshot displays the HRMS ABBR web application interface. At the top, there is a navigation bar with "Home", "Worklist", "Add to Favorites", and "Sign out" options. Below this, the "Employment Information" section shows details for Jane Smith (EMP ID: 0099999, Empl Rcd #: 0). The "Organizational Instance" section includes fields for Original Start Date (08/19/1985), Last Start Date (08/19/1985), First Start Date (08/19/1985), Termination Date, and Org Instance Service Date (08/19/1985) with an "Override" checkbox. The "Organizational Assignment Data" section contains an "Instance Record" with fields for Last Assignment Start Date (08/19/1985), First Assignment Start (08/19/1985), Assignment End Date, Home/Host Classification (Home), Company Seniority Date (08/19/1985), Benefits Service Date (08/19/1985), and Seniority Pay Calc Date. It also includes a table for Years, Months, and Days, and a "Time Reporter Data" link. Below this, there are fields for Professional Experience Date, Last Verification Date, Business Title (Administrative Assistant I), and Position Phone (207/581-2224). A "USA" dropdown menu is visible. The "Security Clearance" section has a dropdown menu and a checkbox for "Owns 5% (or More) of Company". The "Appointment End Date" section includes a date field, a "Contract Length" dropdown (set to 10 Biweekly), and checkboxes for "Accrue Tenure Services" and "FTE for Tenure Accrual". The "Service Calculation Group" section includes a search field and a checkbox for "FTE for Flex Service Accrual". At the bottom, there is a navigation bar with "Job Data", "Employment Data", "Earnings Distribution", and "Benefits Program Participation" links. A toolbar at the very bottom contains buttons for "Save", "Return to Search", "Notify", "Refresh", "Update Display", and "Include History".

- | Step | Action |
|------|---|
| 16. | Click the Benefits Program Participation link.
Benefits Program Participation |



The screenshot shows the 'Benefit Program Participation' screen for Jane Smith (EMP ID: 0099999, Empl Rcd #: 0). The 'Benefit Record Number' is 0. The 'Benefit Status' section shows an effective date of 09/01/2009 and an effective sequence of 0. The 'Action / Reason' is 'Data Change' with 'Update ABBR' and 'Future' options. The 'Benefits System' is 'Benefits Administration' and the 'Benefits Employee Status' is 'Active'. The 'Annual Benefits Base Rate' is 30097.600 USD, with an 'Annual Rate' of 30,097.600. There is a checkbox for 'Manual Override ABBR' and a field for 'ABBR Override Date'. The 'Benefits Administration Eligibility' section includes fields for 'BAS Group ID' (005, UM Employee Group), 'Part-Time Status' (None), 'Eligible' (No), 'Work Calendar' (BWKLY REG), 'PATFA Status', 'Elig Fld 5', 'Elig Fld 6', 'Non-Contributory', and 'Elig Fld 8'. Below this is a table for 'Benefit Program Participation' with columns for 'Effective Date', 'Benefit Program', and 'Currency Code'. The table shows one entry with an effective date of 08/19/1985, program 'UFT University Fulltime Ben Prog', and currency 'USD'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update Display', and 'Include History'.

Step	Action
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17.	Click the Look up Work Calendar button.
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18.	Click an entry in the Work Year Calendar list
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NOTE: Setting Work Calendar for Biweekly employees will not stop accruals during non-work periods. Employee must be **un-enrolled** in leave plans to stop accrual. See process for [Short Work Break](#).

[BWKLY.ACAD](#)

19.	Enter an amount in the Annual Benefits Base Rate field equal to appropriate amount for benefits calculation. (i.e. Biweekly employee working 22 pay periods = Hrly Rate X 80 X 22 = ABBR)
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NOTE: Set individual amounts for each job if employee has multiple jobs.



Step	Action
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20.	The Manual Override ABBR option should be checked if amount in Annual Benefits Base Rate is different than Annual Rate.
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NOTE: If left unchecked, ABBR process will programmatically reset equal to Annual Rate.

ABBR Override Date - Should only be set for Stipend end date. Not used for Mutual Reduction or Biweekly < 26 ppds.

NOTE: Should be set to the last day of pay period for adjusted amount in ABBR field. (i.e. Last day of month for monthly paid employees).



Step	Action
21.	<p>Click the Save button.</p> <p><u>Additional Information:</u></p> <ol style="list-style-type: none"> 1. The overnight process that sets ABBR = Annual Rate will be ignored because the manual Override ABBR box has been checked. 2. Benefits will be calculated on the amount entered into the ABBR field. 
22.	<p><u>Definitions:</u></p> <p><u>Annual Rate</u> - Is a system set field. There is an annual rate for each employee record(emplrecd).</p> <ul style="list-style-type: none"> - For monthly staff the standard hours for the employee record do not affect annual rate. - For hourly staff the standard hours for the employee record do affect annual rate. <p>Monthly staff - (comprate * 12) Hourly staff - (comprate * standard hours * 52 weeks)</p> <p><u>Annual Base Benefits Rate (ABBR)</u> - Is a manually enabled field. ABBR is specific for each employee record. It is set to the same amount as annual rate unless it is overridden for benefits purposes. Please contact your Human Resources Office for a more detailed explanation of Annual Base Benefit Rate. (ABBR includes benefits eligible stipends(stipends must be for full year). Manual overrides should occur to account for mutual reduction of hours, voluntary reduction of hours, and if appointments are for less than 12 months and the pay is to be paid over the same period of time. ABBR should also be manually adjusted if there is a regular employee record, and an additional single temporary employee record where salary should not be included in ABBR.)</p> <p><u>Salbase</u> - Is the aggregated Annual Base Benefits Rates of the most current active employee records.</p>
23.	<p><u>End of Procedure.</u></p>