


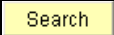










ABBR

1.	Click the Workforce Administration link. 
2.	Click the Job Information link. 
3.	Click the Job Data link. 
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. 
6.	Click the Plus (+) key to add a new row. 
7.	Enter the effective date of the change into the Effective Date field. NOTE: Effective date <u>should be the first day of a pay period.</u>
8.	Click the drop down arrow to select from the Action list. 
9.	Click the appropriate list item from the Action list. 
10.	Click the drop down arrow to select from the Action/Reason list. 
11.	Click the appropriate item from the Action/Reason list. 
12.	Click the Employment Data link. 
13.	Click the USA flag to Expand the section. 
14.	Click the drop down arrow to select from the Contract Length list. 

15.	<p>Select the appropriate contract length. 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"/></p>
16.	<p>Click the Benefits Program Participation link. <input type="text" value="Benefits Program Participation"/></p>
17.	<p>Click the Look up Work Calendar button. <input type="text" value=""/></p>
18.	<p>Click an entry in the Work Year Calendar list</p> <p>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 <u>Short Work Break</u>. <input type="text" value="BWKLY ACAD"/></p>
19.	<p>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)</p> <p>NOTE:Set individual amounts for each job if employee has multiple jobs.</p>
20.	<p>The Manual Override ABBR option should be checked if amount in Annual Benefits Base Rate is different than Annual Rate.</p> <p>NOTE: If left unchecked, ABBR process will programmatically reset equal to Annual Rate.</p> <p>ABBR Override Date - Should only be set for Stipend end date. Not used for Mutual Reduction or Biweekly < 26 ppds.</p> <p>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). <input type="text" value=""/></p>
21.	<p>Click the Save button.</p> <p>Additional Information:</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. <input type="text" value="Save"/>

<p>22.</p>	<p><u>Definitions:</u></p> <p><u>Annual Rate</u> - Is a system set field. There is an annual rate for each employee record(emplecd). - 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> <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>
<p>23.</p>	<p><u>End of Procedure.</u></p>