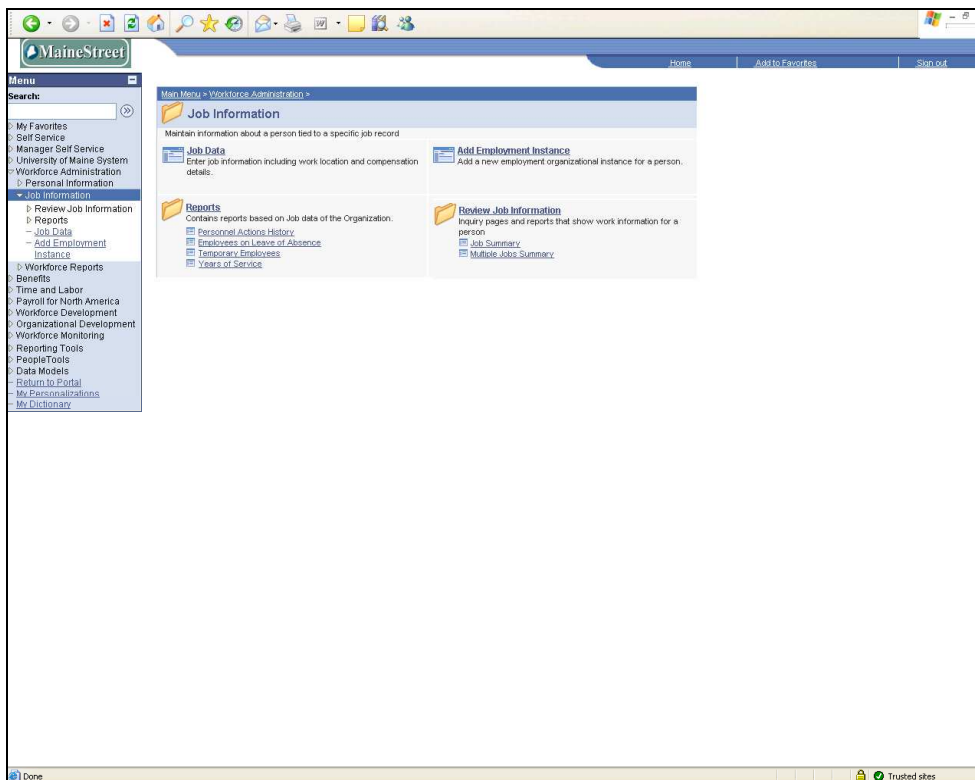


|                         |   |
|-------------------------|---|
| <b>File Name</b>        | <b>End Mutual Reduction _Hourly.doc</b> |
| <b>Document Created</b> | <b>10/17/2008</b>                       |
| <b>Last Changed by</b>  | <b>Ann M. Flood</b>                     |
| <b>Status</b>           | <b>Final</b>                            |

## End Mutual Reduction - Hourly

### Navigation:



| Step | Action |
|------|--------|
|------|--------|

- |    |   |
|----|---|
| 1. | Click the <b>Workforce Administration</b> link. |
| 2. | Click the <b>Job Information</b> link.          |
| 3. | Click the <b>Job Data</b> link.                 |



### Procedure:

**Job Data**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID: begins with 0099999  
Empl Fcst Nbr: =  
Name: begins with  
Last Name: begins with  
Second Name: begins with  
Alternate Character Name: begins with  
Middle Name: begins with

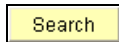
Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

| Step | Action |
|------|--------|
|------|--------|

|    |  |
|----|--|
| 4. | To Search for an existing employee record, 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 for review. |
|----|--|

|    |                                 |
|----|---------------------------------|
| 5. | Click the <b>Search</b> button. |
|----|---------------------------------|



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




# Process Document HRMS: End Mutual Reduction - Hourly

The screenshot shows the HRMS system interface for a job row. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The main content area displays the following information:

- Work Location:** Harley Reduction, EMP, ID: 0099999, Empl Rcd #: 0
- HR Status:** Active, **Payroll Status:** Active
- Effective Date:** 03/08/2009, **Sequence:** 0, **\*Job Indicator:** Primary Job
- Action / Reason:** Data Change, **End Mutual Reduction** (selected)
- Last Start Date:** 10/26/1998, **Termination Date:** Future
- Expected Job End Date:** [Empty field]
- Position Number:** 00010966, **Position Entry Date:** 10/27/2004
- Regulatory Region:** USA, United States
- Company:** UMS, University of Maine System
- Business Unit:** UMS06, University of Southern Maine
- Department:** PGBL, Residential Life, **Department Entry Date:** 10/26/1998
- Location:** P00201, Gourham Res Life
- Establishment ID:** UMS06, University of Southern Maine
- Date Created:** 10/17/2008

Below the main content area, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'. The bottom of the page shows the browser status bar with 'Done' and 'Trusted sites'.

## Step Action

6. Click the **Plus (+) key** to add a new job row.
7. Enter the **Effective Date** of the end of mutual reduction.  
**NOTE:** The **Effective Date** **MUST** be the first day of a pay period.
8. **Sequence** defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
9. Click the **Drop-down Arrow** to select from the **Action** list.
10. Click the **Data Change** list item.
11. Click the **Drop-down Arrow** to select from the **Action/Reason** list.
12. Click the **End Mutual Reduction** list item.
13. Click the **Save** button. 

No other changes are necessary.