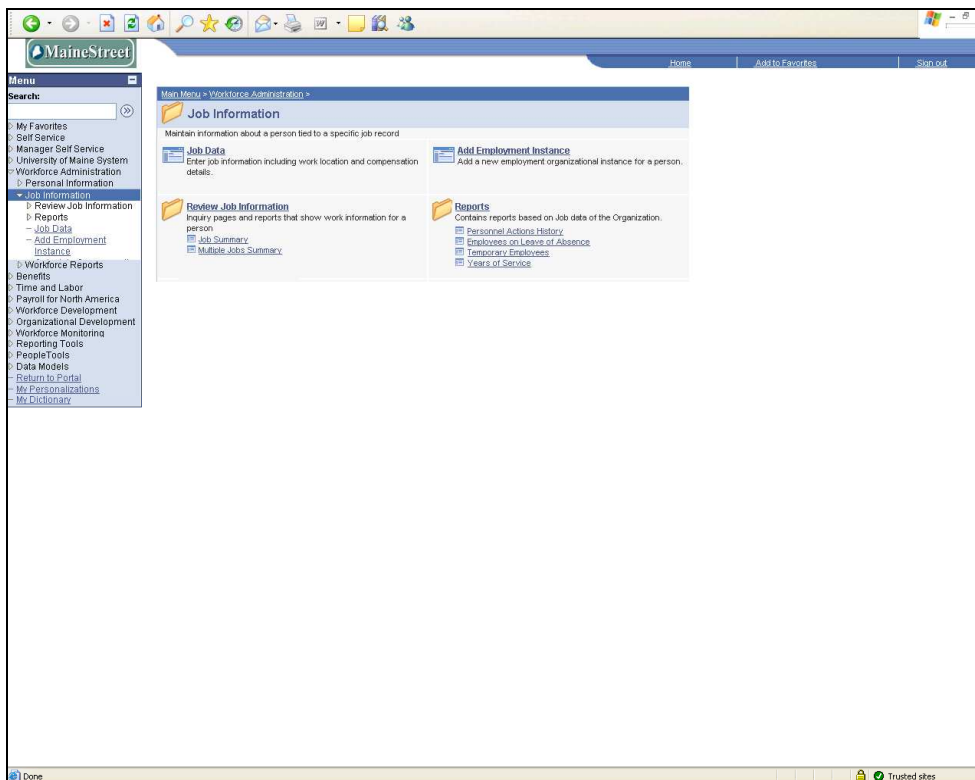


File Name	End Mutual Reduction - Salaried.doc
Document Created	10/22/2008
Last Changed by	Ann M. Flood
Status	Final

End Mutual Reduction - Salaried

Navigation:



- | Step | Action |
|------|---|
| 1. | Click the Workforce Administration link. |
| 2. | Click the Job Information link. |
| 3. | Click the Job Data 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

EmpID: begins with []

Empl Rcd Nbr: = []

Name: begins with []

Last Name: begins with []

Second Name: begins with []

Alternate Character Name: begins with []

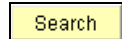
Middle Name: begins with []

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 Search button. |



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



Process Document

HRMS: End Mutual Reduction - Salaried

The screenshot shows the HRMS web application interface. At the top, there is a navigation bar with tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is selected, and the employee's name 'Sally Reduction' and EMP ID '0099999' are displayed. Below this, there is a form for 'Work Location' with various fields and dropdown menus. The 'Action / Reason' dropdown is set to 'End Mutual Reduction'. The 'Effective Date' is '01/01/2009'. The 'Position Number' is '00010965'. The 'Department' is 'OHOUS'. The 'Date Created' is '10/17/2008'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'. The browser's address bar shows the URL 'http://www.maine.edu/hrms/...'. The browser's status bar at the bottom indicates '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: **Effective Date** **MUST** be the first day of a pay period.

8. The **Sequence** field 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 **Pay Rate 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 **Compensation** tab.

Process Document

HRMS: End Mutual Reduction - Salaried



The screenshot shows the 'MaineStreet' HRMS interface. The 'Compensation' tab is active, displaying details for 'Sally Reduction' (EMP ID: 0099999, Empl Rcd #: 0). The 'Compensation Rate' is set to 3,410.240000 USD Monthly. The 'Pay Rates' section shows Annual, Monthly, and Ann Ben Rt values. The 'Pay Components' table lists a single component with Rate Code 'NAANNL' and a rate of 3,410.240000 USD Monthly. The 'Calculate Compensation' button is highlighted in yellow.

Pay Rates					
Annual	40,922.880000	USD	Daily	157.395692	USD
Monthly	3,410.240000	USD	Hourly	19.674462	USD
Ann Ben Rt	40,922.916		Salbase	40,922.92	

Pay Components						
Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 NAANNL	0	3,410.240000	USD	M		

Step	Action
------	--------

- | | |
|-----|--|
| 14. | Enter the full pay rate into the Comp Rate field. |
| 15. | Click the Calculate Compensation button to re-calculate the amounts in the Pay Rates section of this panel.
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Calculate Compensation</div> |
| 16. | Click the Benefits Program Participation link. |



Process Document

HRMS: End Mutual Reduction - Salaried

Benefit Program Participation

Sally Reduction EMP ID: 0099999 Empl Rcd #: 0

Benefit Record Number: 0

Benefit Status

Effective Date: 01/01/2009 Effective Sequence: 0

Action / Reason: Pay Rate Change End Mutual Reduction Future

Benefits System: Benefits Administration Benefits Employee Status: Active

Annual Benefits Base Rate: 40922.916 USD Annual Rate: 40,922.880

Manual Override ABBR

ABBR Override Date

Benefits Administration Eligibility

BAS Group ID: 005 UM Employee Group

Part-Time Status: None Eligible: No Work Calendar

PATFA Status Elig Fld 5: Elig Fld 6: Cohort

Non-Contributory Elig Fld 8:

Benefit Program Participation

Effective Date	Benefit Program	Currency Code
03/15/1976	UFT University Fulltime Ben Prog	USD

Job Data Employment Date Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update Display Include History

Step Action

17. Click to uncheck the **Manual Override ABBR** option.
An overnight process will run to re-set the ABBR rate.
18. Click the **Save** button.

