



File Name	Mutual Reduction of Hours_Hourly.doc
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Status	Final

Mutual Reduction of Hours - Hourly

Concept

Description:

This is a **TEMPORARY** reduction in hours.

A full-time employee may request and receive approval to reduce their hours for a period of time not to exceed 1/3 of the employee's pay periods in their work year. The employee will be paid for the reduced hours only and continue to maintain their full-time benefits.

***NOTE:** this process is not to be used when an employee has a Voluntary Schedule Reduction.*

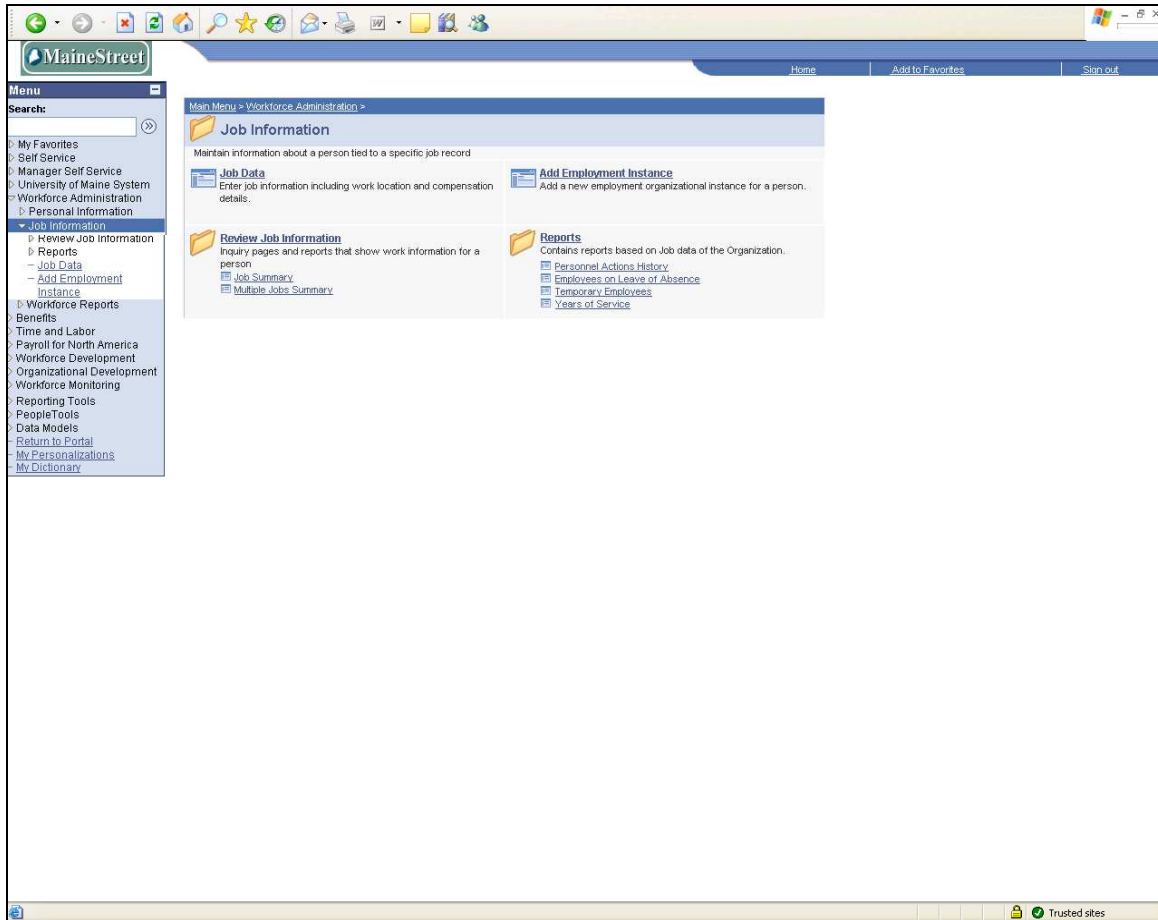
***Also Note:** There are separate processes for **Hourly** and **Salaried** Employees. Also see process for **End Mutual Reduction** for Hourly or Salaried Employees.*

Process Document

HRMS: Mutual Reduction of Hours - Hourly



Navigation:



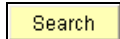
- | Step | Action |
|------|---|
| 1. | Click the Workforce Administration link. |
| 2. | Click the Job Information link. |
| 3. | Click the Job Data link. |



Procedure:

Step	Action
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- 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.
- Click the **Search** button.



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

Process Document

HRMS: Mutual Reduction of Hours - Hourly



The screenshot shows a web browser window displaying the HRMS application. The main content area is a form for adding a new job row. The form is titled 'Work Location' and contains the following fields and values:

- HR Status: Active
- Payroll Status: Active
- Effective Date: 12/07/2008
- Sequence: 0
- *Job Indicator: Primary Job
- Action / Reason: Data Change
- Mutual Reduction of Hours: (Selected)
- Last Start Date: 10/26/1998
- Termination Date: Future
- Expected Job End Date: (Empty)
- Position Number: 00010966
- Position Entry Date: 10/27/2004
- Regulatory Region: USA
- Company: UMS
- Business Unit: UMS06
- Department: PGBL
- Location: P00201
- Establishment ID: UMS06
- Date Created: 10/16/2008

At the bottom of the form, there is a 'Save' button highlighted in yellow. Below the form, there are navigation buttons: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History. The browser's address bar shows the URL: [Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation](#).

Step Action

6. Click the **Plus (+) key** to add a new job row.
7. Enter the **Effective Date** of the Mutual Reduction.

NOTE: The 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 **Data Change** list item.
11. Click the **Drop-down Arrow** to select from the **Action/Reason** list.
12. Click the **Mutual Reduction of Hours** list item.
13. Click the **Save** button.





Step	Action
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14.	No other changes are necessary for Hourly Paid Employees.
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Additional Notes:

1. **Effective Date** must be the first day of a pay period.
2. Do **Not** change *Standard Hours*.
3. No Changes necessary to *Compensation Page*.
4. Employee will be paid reduced amount of hours submitted for approval.