



File Name	Mutual Reduction of Hours_Salaried.doc
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Mutual Reduction of Hours - Salaried

Concept

Description:

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

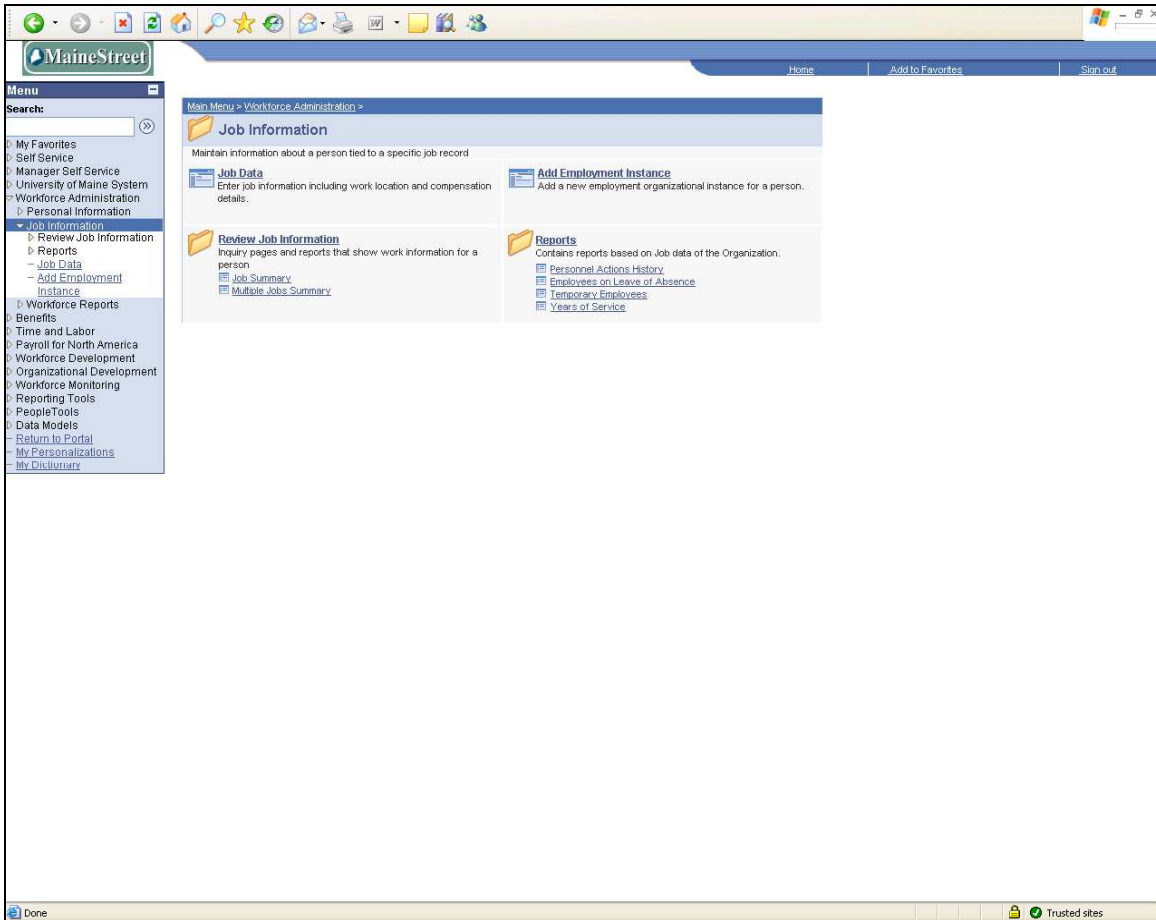
A full-time employee may request and receive approval to reduce their hours for a period of time not to exceed 1/3 of the employee's pay periods in their work year. The employee will be paid for the reduced hours only and continue to maintain their full-time benefits.

***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.*



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

EmplID: begins with []

Empl Red Nbr: = []

Name: begins with []

Last Name: begins with []

Second Name: begins with []

Alternate Character Name: begins with []

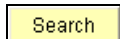
Middle Name: begins with []

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Action
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- | | |
|----|--|
| 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: Mutual Reduction of Hours - Salaried



The screenshot shows a web browser window displaying the HRMS interface. The main content area is titled 'Sally Reduction' and 'EMP' with ID '0099999' and 'Empl Rcd #: 0'. The 'Work Location' tab is active, showing a table with one row. The row details include: HR Status: Active, Payroll Status: Active, Effective Date: 11/01/2008, Sequence: 0, Job Indicator: Primary Job, Action / Reason: Pay Rate Change (dropdown), Mutual Reduction of Hours (dropdown), Last Start Date: 03/15/1976, Termination Date: Future, Expected Job End Date: (empty), Position Number: 00010965, Assistant Dining Service Manag, Position Management Record: (checkbox), Position Entry Date: 10/27/2004, Regulatory Region: USA, United States, Company: UMS, University of Maine System, Business Unit: UMS05, University of Maine, Department: OHOUS, UM Campus Living, Department Entry Date: 03/15/1976, Location: 000061, HILLTOP COMMONS, Establishment ID: UMS05, University of Maine, Date Created: 10/17/2008. Below the table are navigation buttons: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History. The bottom of the browser shows the address bar with the URL and a 'Trusted sites' icon.

Step	Action
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6.	Click the Plus (+) key to add a new job row.
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7.	Enter the Effective Date of the mutual reduction
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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.
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9.	Click the Drop-down Arrow to select from the Action list.
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10.	Click the Pay Rate Change list item.
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11.	Click the Drop-down Arrow to select from the Action/Reason list.
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12.	Click the Mutual Reduction of Hours list item.
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13.	Click the Compensation tab.
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Process Document

HRMS: Mutual Reduction of Hours - Salaried

Compensation

Sally Reduction EMP ID: 0099999 Empl Rcd #: 0

Effective Date: 11/01/2008 Effective Sequence: 0 Job Indicator: Primary Job
Action / Reason: Pay Rt Chg Mutual Reduction of Hours Future

Compensation Rate: 2,500.000000 *Frequency: M Monthly

Comparative Information

Change Amount:	-910.243000	USD Monthly	Compa-Ratio:	0.75
Change Percent:	-26.691			

Pay Rates

Annual	30,000.000000	USD	Daily	115.384615	USD
Monthly	2,500.000000	USD	Hourly	14.423077	USD
Ann Ben Rt	40,922.916		Salbase	40,922.92	

Default Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 NAANNL	0	2,500.000000	USD	M		

Calculate Compensation

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Notify Previous tab Next tab Refresh Update Display Include History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Step Action

14. Enter the reduced pay rate into the **Comp Rate** field.
15. Click the **Calculate Compensation** button to recalculate the amounts in the Pay Rates section of this panel.
16. Click the **Benefits Program Participation** link.

Process Document

HRMS: Mutual Reduction of Hours - Salaried



The screenshot shows the 'Benefit Program Participation' screen in the HRMS system. The record is for 'Sally Reduction' with ID 0099999 and Empl Rcd #: 0. The effective date is 11/01/2008, and the action is 'Pay Rate Change' for a 'Mutual Reduction of Hours'. The 'Manual Override ABBR' checkbox is checked. The 'Save' button is highlighted in the bottom toolbar.

Step	Action
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- | | |
|-----|---|
| 17. | Click the Manual Override ABBR option. |
|-----|---|

This will maintain the benefits base rate at the rate for full-time employment during the mutual reduction period.

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| 18. | Click the Save button. |
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