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.*
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Procedure:

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.
Step | Action
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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 **Pay Rate 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 **Compensation** tab.
Step 14. Enter the reduced pay rate into the **Comp Rate** field.

Step 15. Click the **Calculate Compensation** button to recalculate the amounts in the Pay Rates section of this panel.

Step 16. Click the **Benefits Program Participation** link.
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.

18. Click the **Save** button.