
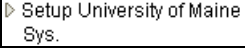

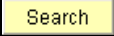





Retrenchment

1.	Click the Workforce Administration link. 
2.	Click the Job Information link. 
3.	Click the Job Data link.
4.	Enter the 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. 
6.	Click the Plus (+) key to insert a new job row. 
7.	Enter the start date of the retrenchment into the Effective Date field.
8.	Click the Drop down Arrow to select from the Action list. 
9.	Click the Terminated with Pay list item. 
10.	Click the Drop down Arrow to select from the Action/Reason list. 
11.	Click the Retrenchment list item. 
12.	Enter the expected end date of the retrenchment into the Expected Job End Date field.
13.	Click the Earnings Distribution link. 
14.	Click the Drop down Arrow to select from the Earnings Distribution Type list. 
15.	Click the By Percent list item. 
16.	Enter the Retrenchment earnings code " 014 " in the Earn Code field."
17.	Enter " 100 " into the Distrb % field.
18.	Click the Save button. 

Quick Guide



19.	<p>NOTE: In addition to updating Job Data, the Distribution Detail panel must be updated to include account distribution for retrenchment pay.</p> <p>Click the University of Maine System link.</p> 
20.	<p>Click the Setup University of Maine Sys. link.</p> 
21.	<p>Click the Payroll link.</p> 
22.	<p>Click the Distribution Detail link.</p>
23.	<p>Enter the employee's Emplid into the EmplID field.</p>
24.	<p>Click the Search button.</p> 
25.	<p>Distribution Periods cannot have gaps. Enter the last date prior to the start of the Retrenchment begins in the End Date field of the current row.</p>
26.	<p>Click the Plus (+) key in Distribution Periods box to add a new effective-dated row.</p> 
27.	<p>The Start Date on the new row will default to the day after the end date just entered on the current row.</p> <p>Enter the end date of the Retrenchment period into the End Date field.</p>
28.	<p>Click the Plus (+) key by Details box to add a new row.</p> 
29.	<p>Enter the Retrenchment Earnings Code "014" in the Earn Code field.</p>
30.	<p>Enter the appropriate code into the Combo Code field.</p>
31.	<p>Enter the percent of distribution into the Distrb% field.</p> <p>NOTE: Additional rows may need to be added to distribute pay to more than one account. Total of all accounts for Earn Code 014 must equal 100%. Repeat Steps 28 - 30 to add additional rows.</p>
32.	<p>Click the Save button.</p> 
33.	<p>End of Procedure.</p>