



Process Document Voluntary Schedule Reduction - Hourly Employees

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Status	Final

Voluntary Schedule Reduction - Hourly Employees

Concept

Description: This process is used when an employee changes from full-time to part-time and is eligible for full time benefits (BR) as a part time employee. This process is different for hourly and salaried employees. This process is NOT to be used for a mutual reduction of hours. (See Mutual Reduction of Hours process)

Note: If you want the Position Data updated to reflect part-time status and the correct amount of standard hours, be sure to update the Position Table prior to updating Job Data making sure that the effective date of the Position update is equal to the effective date used in Job Data.

Additional Notes:

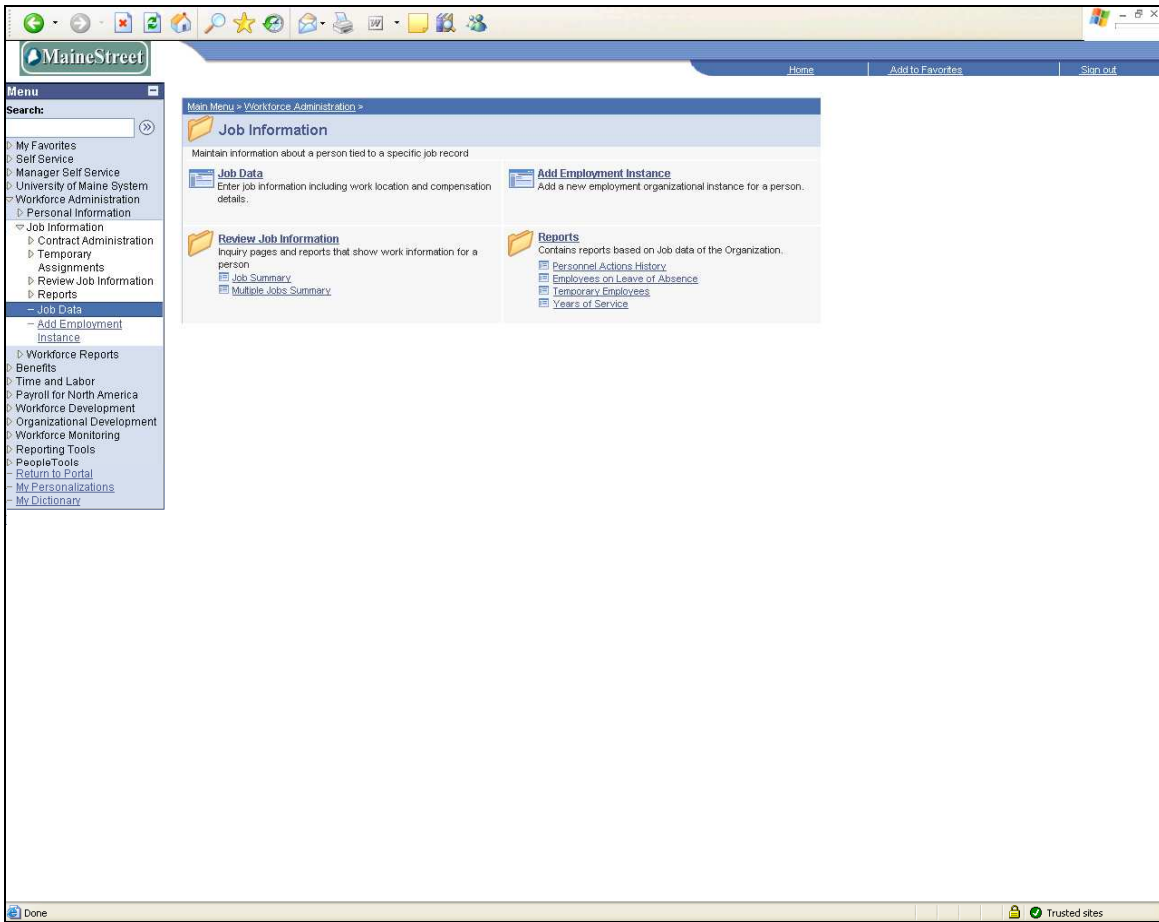
- Annual Leave** –If the employee’s balance is more than the prorated maximum based on FTE, the excess should be paid to the employee by entering a One-Time Paysheet Adjustment using earnings code 146.
- Disability Leave** – After the benefit event has been finalized and the employee has been enrolled in the appropriate leave plan, a One-Time Paysheet Adjustment will be automatically created by the next Leave Accrual process to decrease the balance to the prorated maximum based on FTE.

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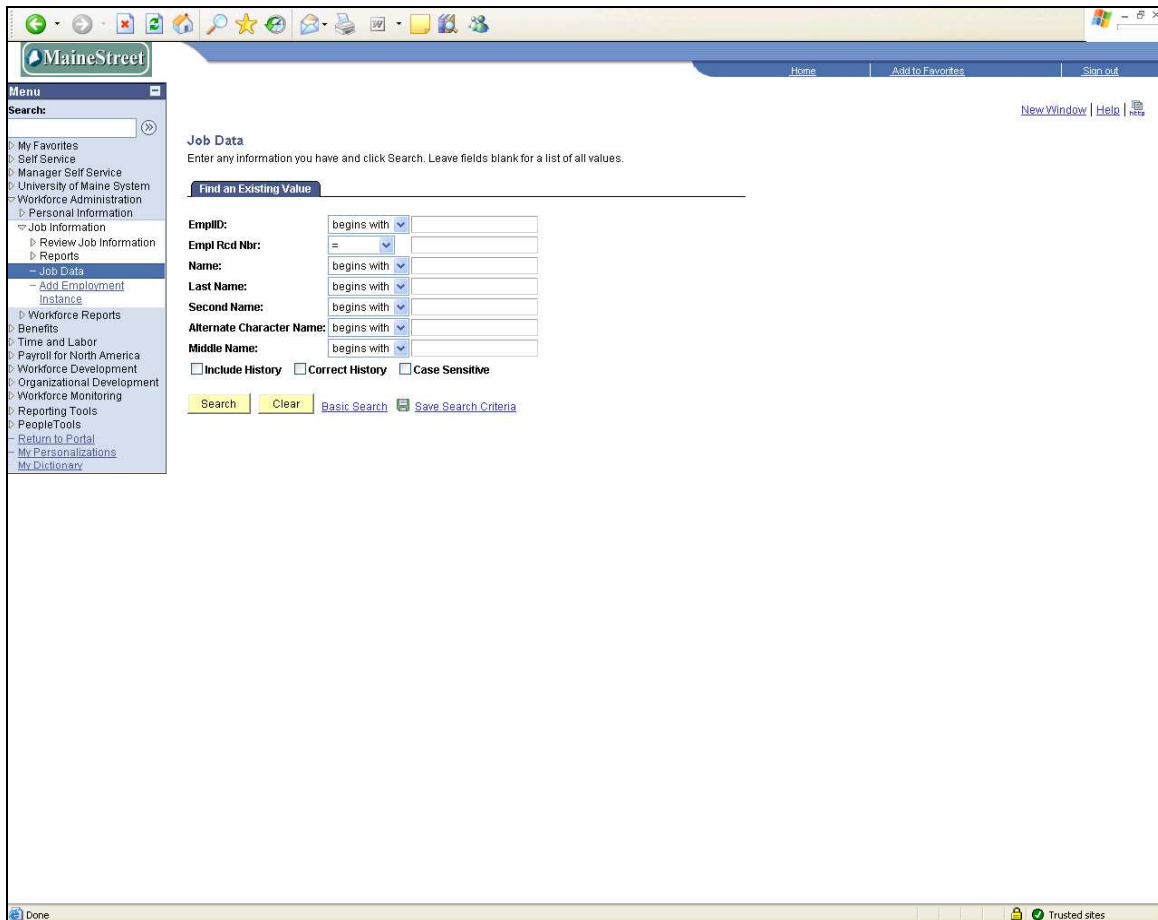
Navigation:



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

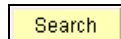
Procedure:



Step	Action
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4.	To Search for an existing employee, 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 results list for review.
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5.	Click the Search button.
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If multiple employee records are listed, click on the appropriate employee record to continue.

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The screenshot displays the MaineStreet HR system interface. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The employee's name, Nathaniel Hawthorne, and EMP ID, 0099999, are shown. The current tab is 'Work Location', which displays a table with one row. The table columns include HR Status (Active), Payroll Status (Active), Effective Date (10/01/2008), Sequence (0), Action / Reason (Pay Rate Change), and Voluntary Reduction of Hours. Below the table, there are fields for Last Start Date (12/20/1989), Termination Date, Expected Job End Date, Position Number (00010818), Position Entry Date (10/27/2004), Regulatory Region (USA), Company (UMS), Business Unit (UMS07), Department (IPHY), Location (I00100), and Establishment ID (UMS07). The Date Created is 10/08/2008. At the bottom, there are buttons for Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History.

Step Action

6. Click the **Plus (+) key** to add a new job row.
7. Enter the **Effective Date** of the schedule reduction.
8. **Sequence** field defaults to '0'. If the row added 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 **Voluntary Reduction of Hours** list item.
13. Click the **Job Information** tab.



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The screenshot displays the 'Job Information' tab for employee Nathaniel Hawthorne (EMP ID: 0099999). The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Job Information' section shows details such as Effective Date (10/01/2008), Job Code (1112 - Electrician Coordinator), and Supervisor Level (00011446 - Director of Physical Facilities). The 'Standard Hours' section indicates 40.00 hours per week. The 'Contract #' section has a search field for the Contract Number and a 'Next Contract Number' button. At the bottom, there are navigation buttons like Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, and Include History.

Step	Action
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14.	Full/Part: Defaults from Position Data
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Standard Hours: Defaults from Position Data. The Override Position Data push button on the Work Location panel must be clicked to open this field for editing.

15.	Click the Benefits Program Participation link.
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Benefit Program Participation

Nathaniel Hawthorne EMP ID: 0099999 Empl Rcd #: 0

Benefit Record Number: 0

Benefit Status

Effective Date: 10/01/2008 Effective Sequence: 0

Action / Reason: Pay Rate Change Voluntary Reduction of Hours

*Benefits System: Benefits Administration Benefits Employee Status: Active

Annual Benefits Base Rate: 36,296.000 USD Annual Rate: 36,296.000

ABBR Override Date: []

Benefits Administration Eligibility

BAS Group ID: 007 UMPI Employee Group

*Part-Time Status: Ben Reg *Eligible: No Work Calendar: []

PATFA Status: [] Elig Fid 5: [] Elig Fid 6: []

Non-Contributory: [] Elig Fid 8: [] Cohort: []

Benefit Program Participation

*Effective Date: 12/20/1989 *Benefit Program: UFT University Fulltime Ben Prog Currency Code: USD

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update Display Include History

Step	Action
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- | | |
|-----|--|
| 16. | Click the Drop-down arrow to select from the Part-Time Status list. |
| 17. | Part-time Status: Choose: <ul style="list-style-type: none"> •Ben Reg = Employees with 5 years of FTR equivalent service •Fac5 = Faculty with 5 years of FTR equivalent service (Law Faculty should be classified as Ben Reg) |
| 18. | Click the Save button. |



Additional Information:

Annual Benefits Base Rate: Data entry not needed in this field as the employee's benefits will be based on their reduced salary.

Benefit Program: Not necessary to update as Ben Admin will automatically update the benefit program field after the benefit event is closed.