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.
Navigation:

1. Click the Workforce Administration link.
2. Click the Job Information link.
3. Click the Job Data link.
Procedure:

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.

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 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.
Step   | Action
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14. | **Full/Part**: Defaults from Position Data

**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.
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:
   - 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.