



## Process Document Voluntary Schedule Reduction - Salary Employees

<b>File Name</b>	<b>Voluntary Schedule Reduction - Salary Employees.doc</b>
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### Voluntary Schedule Reduction - Salary 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:

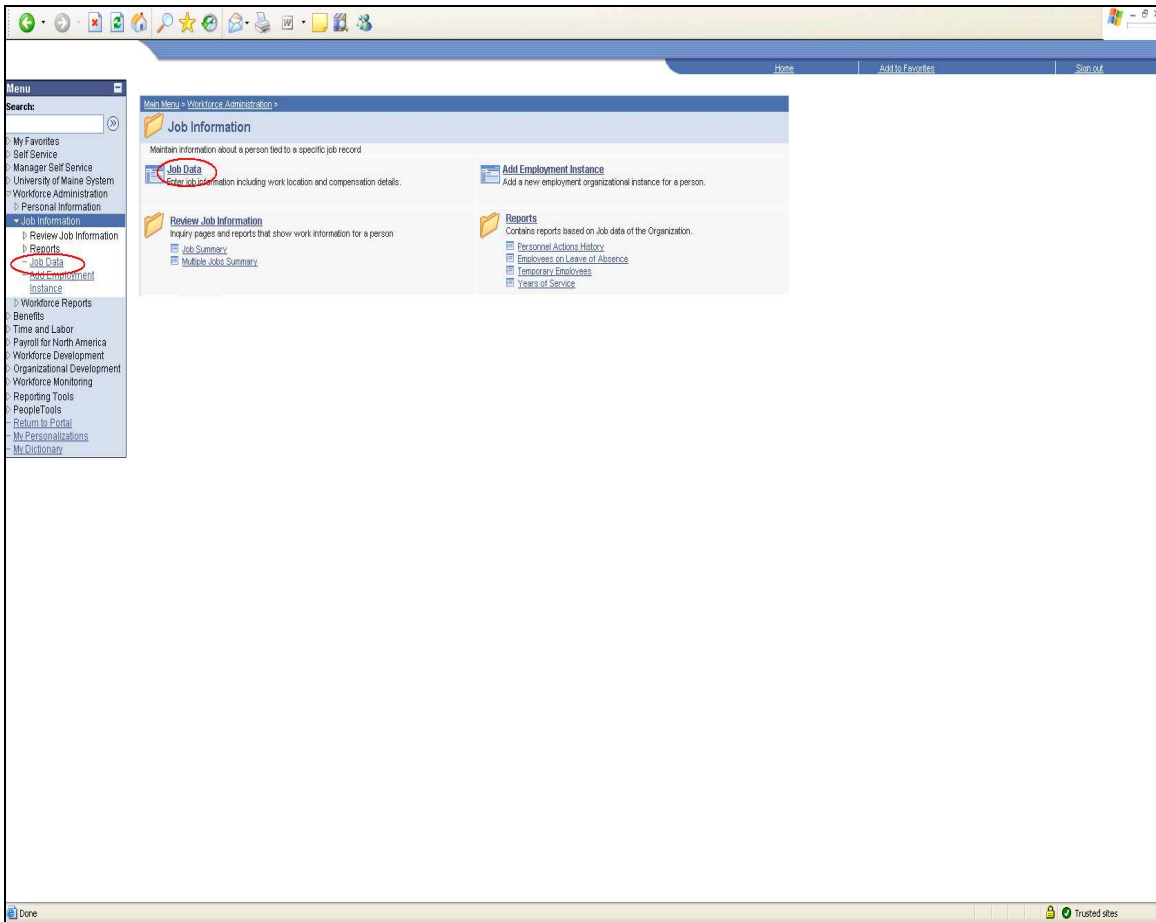
- Annual Leave** –If the employee’s balance is more than the prorated maximum based on FTE, the excess should be paid to the employee by entering a One-Time Paysheet Adjustment using earnings code 146.
- Disability Leave** – After the benefit event has been finalized and the employee has been enrolled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

# Process Document

## Voluntary Schedule Reduction - Salary Employees

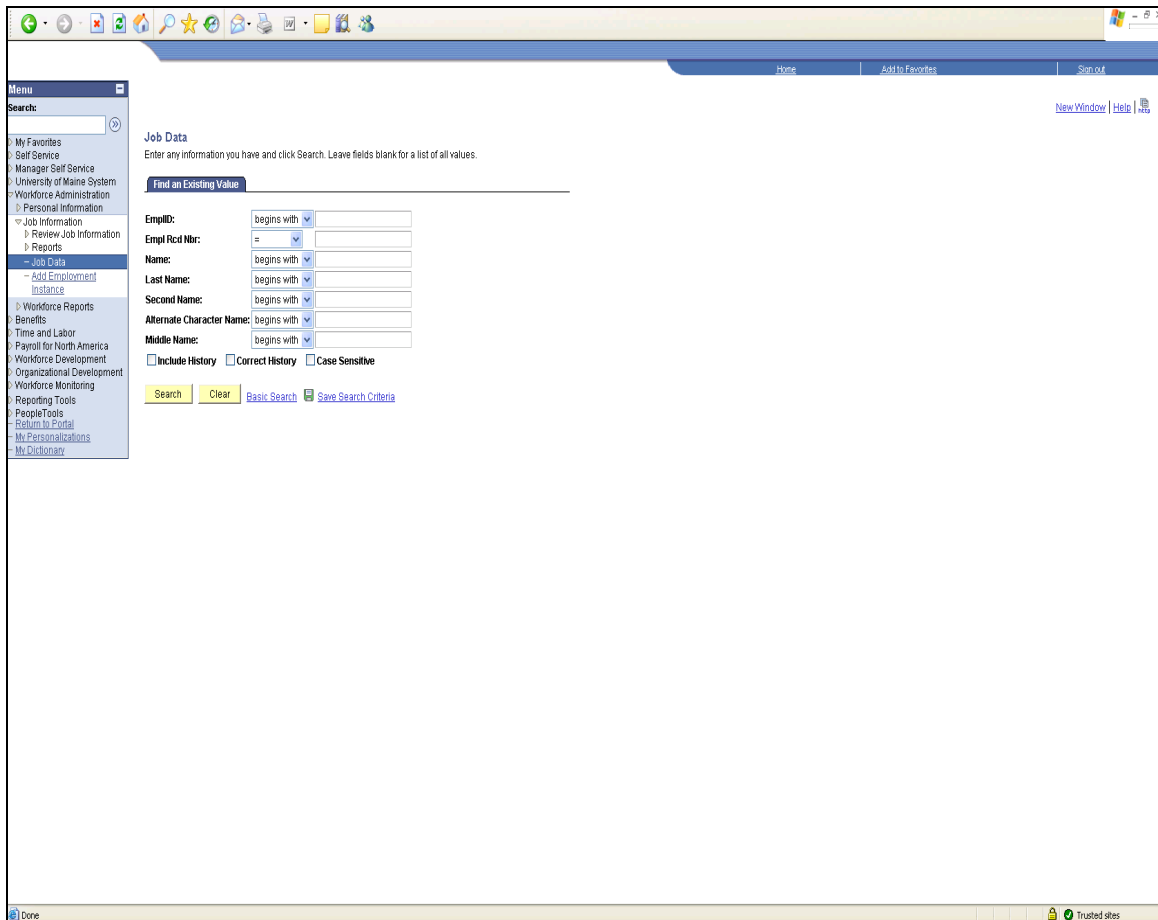


### Navigation:



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

### Procedure:



The screenshot shows a web browser window with a search interface. The browser's address bar shows 'Home', 'Add to Favorites', and 'Sign out'. The search interface includes a search bar, a 'Find an Existing Value' button, and several dropdown menus for 'EmpID', 'Name', 'Last Name', 'Second Name', and 'Alternate Character Name'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. A 'Search' button is highlighted in yellow.

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 <b>Search</b> button.   |

**Search**

NOTE: If employee has multiple employee records, they will appear in results list. Click on the appropriate employee record to continue.

# Process Document

## Voluntary Schedule Reduction - Salary Employees



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Test Case: EMP ID: 0099999 Empl Rcd #: 0

Work Location: EMP

HR Status: Active Payroll Status: Active

Effective Date: 07/01/2008 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Pay Rate Change Across-The-Board

Last Start Date: 02/18/2007 Termination Date:

Expected Job End Date:

Position Number: 00014998 Preschool Child Care Teacher C Position Entry Date: 11/12/2007

Regulatory Region: USA United States

Company: UMS University of Maine System

Business Unit: UMS05 University of Maine

Department: ODCM UM Children's Center Department Entry Date: 02/18/2007

Location: 000100 ORONO CAMPUS

Establishment ID: UMS05 University of Maine

Date Created: 06/24/2008

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
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- |     |  |
|-----|--|
| 6.  | Click the <b>Plus (+) key</b> to add a new job row.  |
| 7.  | Enter the <b>Effective Date</b> of schedule change.  |
| 8.  | <b>Sequence</b> field defaults to '0'. If the added row has the same effective date as the prior row, the sequence number must be changed to the next higher number. Otherwise, do not change. |
| 9.  | Click the <b>Drop down arrow</b> to select from the <b>Action</b> list.  |
| 10. | Click the <b>Pay Rate Change</b> list item.  |
| 11. | Click the <b>Drop down arrow</b> to select from the <b>Action/Reason</b> list.   |
| 12. | Click the <b>Voluntary Reduction of Hours</b> list item.   |
| 13. | <b>Position Number:</b> To update information from the Position Data Table: Delete Position Number, Tab out of field, and re-enter Position Number.  |
| 14. | Click the <b>Job Information</b> tab.  |



# Process Document Voluntary Schedule Reduction - Salary Employees

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Test Case: EMP ID: 0099899 Empl Rcd #: 0

**Job Information**

Effective Date: 10/01/2008 Effective Sequence: 0 Job Indicator: Primary Job  
Action / Reason: Pay Rt Chg Voluntary Reduction of Hours Current

Job Code: 7913 Child Care Entry Date: 10/01/2008  
Supervisor Level: Z Supervisor  
Reports To: 00010339 Director, UM Children's Center 0010890 Gary Quimby

Regular/Temporary: Regular Full/Part: Part-Time  
Empl Class: Salaried Officer Code: None  
Regular Shift: N/A Shift Rate: /

**Standard Hours**

Standard Hours: 30.00 Combined Std Hours / FTE: 30.00 / 0.750000  
Work Period: W Weekly  
FTE: 0.750000

**Contract #**

Contract Number: Contract Type:  
Next Contract Number

USA

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

## Step Action

15. **Full/Part:** Defaults from Position Data Table. Changes to this field must be entered on the Position Data table and then brought into Job Data.

**Standard Hours:** Defaults from Position Data Table. If overriding information from Position Data Table, it is necessary to first click on the Override Position Data button on the Work Location panel to open this field for editing.

16. Click the **Compensation** tab.

# Process Document

## Voluntary Schedule Reduction - Salary Employees



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Test Case: EMP ID: 0088999 Empl Rcd #: 0

Compensation

Effective Date: 1/001/2008 Effective Sequence: 0 Job Indicator: Primary Job  
Action / Reason: Pay Rct Chg Voluntary Reduction of Hours Current

Compensation Rate: 1,160.395846 \*Frequency: B Biweekly

Comparative Information

Change Amount: 0.000000 USD Biweekly Compa Ratio: 1.18  
Change Percent: 0.000

Pay Rates

	Annual	Monthly	Ann Ben Rt	Daily	Hourly	Salbase
	30,170,291,996 USD	2,514,191,000 USD	30,170,292	116,039,585 USD	14,504,948 USD	30,170,29

Default Pay Components

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 NAANNL	0	2,514,191,000	USD	M		

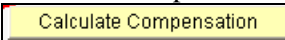
Calculate Compensation

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

17. Enter the new reduced monthly comp rate into the **Comp Rate** field.
18. Click the **Calculate Compensation** button to re-calculate the rates in the Pay Rates section of this panel.  

19. Click the **Benefits Program Participation** link.



# Process Document

## Voluntary Schedule Reduction - Salary Employees

Benefit Program Participation

Test Case: EMP ID: 0099999 Empl Rcd #: 0

Benefit Record Number: 0

Benefit Status: 1 of 12

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

Action / Reason: Pay Rate Change Voluntary Reduction of Hours Current

\*Benefits System: Benefits Administration Benefits Employee Status: Active

Annual Benefits Base Rate: 30170.292 USD Annual Rate: 15,600.000

Manual Override ABBR

ABBR Override Date

Benefits Administration Eligibility

BAS Group ID: 005 UM Employee Group

\*Part-Time Status: None (highlighted with a red circle) \*Eligible: No Work Calendar: MTHLY FISC

PATFA Status Elig Fld 5: Elig Fld 6:

Non-Contributory Elig Fld 8: Cohort:

Benefit Program Participation

\*Effective Date: 03/12/2007 \*Benefit Program: 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

20. Click the **Drop-down arrow** to select from the **Part-Time Status** list.
21. Select the appropriate value from the drop-down list:
  - **Ben Reg** = Employees with 5 years of Full-Time Regular (FTR) equivalent service
  - **Fac5** = Faculty with 5 years of FTR equivalent service (*Law Faculty should be classified as Ben Reg*)

#### Additional Information:

**Annual Benefits Base Rate** - Data entry not necessary 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.

22. Click the **Save** button.



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Step	Action
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23.	<b><u>Additional Notes:</u></b>
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**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.