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.
Navigation:

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>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.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>

NOTE: If employee has multiple employee records, they will appear in results list. 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 schedule change.
8. **Sequence** 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 **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. **Position Number**: To update information from the Position Data Table: Delete Position Number, Tab out of field, and re-enter Position Number.
14. Click the **Job Information** tab.
Step | Action
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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.
Step 17. Enter the new reduced monthly comp rate into the **Comp Rate** field.

Step 18. Click the **Calculate Compensation** button to re-calculate the rates in the Pay Rates section of this panel.

Step 19. Click the **Benefits Program Participation** link.
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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<td>23.</td>
<td><strong>Additional Notes:</strong></td>
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