

Created on: May 20, 2011
Last Modified on: May 23, 2011
Revised on: **May 24, 2011**

SR83318 Requirements

Employee-Initiated Reduction in Time – Web Applications

Objective:

Update PPS to reactivate the Staff and Academic Reduction in Time (START) functionality with modified features and rebranded as the Employee-Initiated Reduction in Time (ERIT) Program.

Project Type:

Modification to PPS.

Requested by:

Deanna Dudley, HR Policy

Analyst:

Business analyst: Ken Smith, Benefits Information Systems

Requirements analyst: Ken Smith, Benefits Information Systems

Urgency:

Date Mandated.

Implementation Deadline:

The ERIT Program is effective July 1, 2011.

Background:

In 2003, in response to the California State budget crisis, the University established the Staff and Academic Reduction in Time (START) program. This program was initially effective from June 2003 through June 2005 and then was extended through June 2006. Participants reduced their working hours by at least 5% with a maximum reduction of 50%. UCRP members accrue service credit at the same rate as they did before reducing their hours under START.

With the 2008 California State budget crisis the Regents approved reactivation of START for July 1, 2008 through June 30, 2010.

In November 2009 the Regents approved extending the START program through December 31, 2010. In addition, the Regents approved participation in START at time reductions less than 5% in order to facilitate coordination of START with a furlough/salary reduction program.

In 2011, with a funding crisis in both the California State budget and UCRP, a new program Employee-Initiated Reduction in Time (ERIT) having the same features as START *except* with respect to UCRP service credit has been designed.

Current Process:

EDB Web Update permits entry of START time reduction percent, START begin date, and START end date on the appointment page.

EDB Web Inquiry displays START participation on the Employment Status Information page.

Proposed Process:

No change to the EDB Web Update or EDB Web Inquiry processes except the appropriate fields should be relabeled as ERIT instead of START on Web Update and as START/ERIT instead of START on Web Inquiry.

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System Requirements:

1.0 Overview of Modifications

The modifications consist of relabeling the legacy START elements for ERIT.

1.1 EDB Web Update

The New Hire, Re-hire, Change Existing Employee and Intercampus Transfer functions all display appointment data as shown in the following screenshot and require modification. Five occurrences of the word “START” marked below must be replaced by “ERIT”.

Summary [Expand All](#) [Collapse All](#)

#	Appointment Title	Dists	Begin	End	Time %	Rate	I want to ...
-- Appointments/Distributions not yet added --							

[Add Appointment](#)

Is this employee participating in the **START** program? No Yes

START Information

START Reduction Percentage	<input type="text"/>
##	
START Begin Date	<input type="text"/>
MM/DD/YY	
START End Date	<input type="text"/>
MM/DD/YY	

In addition, the Summary screen in the Web EDB tool requires modification. Four occurrences of the word “START” marked below must be replaced by “ERIT.”

Appointments and Distributions

-- No Appointments Added --

Employee on START :	Yes
START Reduction Percentage:	05
START Begin Date:	08/01/10
START End Date:	12/31/10

1.2 EDB Web Inquiry

The Employment Status Information function displays appointment data as shown in the following screenshot and requires modification. The heading “Staff and Academic Reduction in Time (START)” should be expanded with the additional text “ or Employee-Initiated Reduction in Time (ERIT)”. The field label “START Reduction Percentage” should be changed to “START/ERIT Reduction Percentage”.

 Payroll /Personnel System CAMPUS NAME	Userid: RBPKBS	Date: 05/12/11	Time: 16:20:15
	Name: ANNA, POLLY	ID: 333333078	
	Home Dept: CHAN OFFICE	Status: Leave Without Pay	Pay Sched: Monthly

<ul style="list-style-type: none">PersonalAddressEmploymentAppointmentsLabor RelationsBenefitsRetirementCitizenshipTaxesHours BalancesPay DispositionLeave AccrualLicensesFinancial AidWork StudyBrowse	Employment Status Information View Appointment/Distribution Information.
	Hired Date of Hire: 01/01/02 Original Date of Hire: E-Verify Date: I-9 Date: 01/01/02 Oath Date: 01/01/02 E-Verify Status:
	Leave Leave Begin Date: 01/01/10 Leave Return Date: 01/01/12 Leave Type: 13 - Administration
	Senior Leadership Compensation SLCG Grade: SLCG Effective Date:
	Staff and Academic Reduction in Time (START) START Reduction Percentage: Begin/End Date:

2.0 Help Files

The help files for data elements EDB 0495, 0496 and 0497 contain the word “START” and must be changed to “ERIT” as indicated below:

0495.txt: The percent by which the employee's time worked is reduced under the ~~Staff and Academic Reduction in Time (START)~~ Employee-initiated Reduction in Time (ERIT) program.

0496.txt: The date the employee's reduction in time begins under the ~~Staff and Academic Reduction in Time (START)~~ Employee-initiated Reduction in Time (ERIT) program.

0497.txt: The date the employee's reduction in time ends under the ~~Staff and Academic Reduction in Time (START)~~ Employee-initiated Reduction in Time (ERIT) program.



UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT

SR83318

SERVICE REQUEST
UIRC 160ISS (R 01/00)

DATE 03/29/11	DATE/CYCLE DUE	ESTIMATE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
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PERSON AUTHORIZING REQUEST: Michael O'Neill	SYSTEMS CONTACT: Kenneth Smith
DEPARTMENT: Human Resources	RECHARGE NO.: NR-HR
REQUESTOR: Deanna Dudley	SYSTEMS/FILES/PROGRAMS: PAYROLL

RETRIEVAL/SYSTEM MODIFICATION: (Description of Request)
ERIT modifications to PPS Web Applications

PRODUCTION RUN

SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN <input type="checkbox"/> RERUN <input type="checkbox"/> ADD'L	TYPE OF OUTPUT <input type="checkbox"/> REPORT <input type="checkbox"/> EXTRACT FILE <input type="checkbox"/> LABELS
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RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS (FOR RETRIEVAL REQUESTS, INCLUDING FORM FILE DELETION INSTRUCTIONS IF APPROPRIATE)

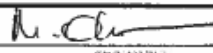
IR&C USE ONLY

R NR IM STAFF TO: RET CORP SYS M&O PAYROLL PRODUCTION CONTROL

DATE RECEIVED	REVISED DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	RELING NO	JOB NAME
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COMMENTS:

ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS \$	ESTIMATED COSTS COMPUTING COSTS \$	ESTIMATED TOTAL COSTS \$
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APPROVAL TO PROCEED  5/23/11

BASED ON ESTIMATE (SIGNATURE) (NAME, TITLE, ADDRESS)