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”.

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.”
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”.

![Screenshot of Employment Status Information](image)

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.
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.
REQUESTOR: Michael O'Neill

SYSTEMS SUPPORT: Kenneth Smith

HRB INFORMATION SYSTEMS SUPPORT

SERVICE REQUEST

UIRC 150155 (R 01/00)

SYSTEM-CONTACT:

Human Resources

REQUESTOR:

Deanna Dudley

SYSTEMS/FILE/PROGRAMS:

PAYROLL

RETRIEVAL/PRODUCTION RUN

ERIT modifications to FPS Web Applications

PRODUCTION RUN

DATE: 03/20/11

ESTIMATE REQUIRED:

Yes

NO

HR & ADMIN

IN STAFF

ROUT

CORP SYS

M & O

PAYROLL

PRODUCTION CONTROL

COMMENTS:

DATE REQUESTED: 03/20/11

approvable

DATE APPROVED: 05/23/11

UC Office of the President
HRB Information Systems Support
SR83318
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