

4.15 STAFF AND ACADEMIC REDUCTION IN TIME (START)

Overview

The procedures described in this section are for processing a voluntary staff or academic reduction in time through the START Program. The START Program is effective July 1, 2008 through June 30, 2010. For UCSC START Program Guidelines, Questions and Answers and Forms, please refer to the [HR Service Teams Toolkit](#).

Program Summary

The START Program is a temporary tool that department heads, with the approval of their Principal Officer may offer to their organizations to address the current serious budget deficit facing the University.

Eligible employees may volunteer to reduce their time from a minimum of 10% to a maximum 50% of full-time as long as participants' work schedules are not reduced below 50 percent time in any given month of participation.

Time reductions are made in monthly increments with a minimum reduction of one month to a maximum of twenty four months.

Employees are required to complete a START contract prior to their participation in the program.

Contracts may begin and end in any month between July 1, 2008 and June 30, 2010. An eligible employee may participate in START more than one time as long as participation ends by June 30, 2010.

In return for a voluntary reduction in time, program participants will accrue on a month-by-month basis, vacation, sick leave, and UCRP service credit at the pre-START appointment rate; in addition, UCRP retirement benefits or a Lump Sum Cashout, death, and/or disability income will be based on the unreduced salary used to

derive the Highest Average Plan Compensation (HAPC) and final salary.

Eligibility

All non-probationary career employees and academic personnel (except those in faculty and student academic titles and Postdoctoral Scholars) with appointments of at least 60% time are eligible to participate in START.

For exclusively represented employees, participation in START is subject to collective bargaining. Refer to the START

Participants cannot reduce their percentage below 50% of full time, and participation is dependent upon the approval of the department head and respective Principal Officer/Designee

- For issues related to the timing of this action, refer to [Section 2.3, Timing](#).

Before You Start

Prior to performing the OEU for a START agreement you must have read the [START Program guidelines and forms](#) and obtained the appropriate approvals and forms required.

Data Entry

Enter data for processing a START via the **STRT** bundle:

ELVE (Leave of Absence Data)

EAPP (Appointments/Distributions)

Accessing the STRT Bundle

1. Log on to the Payroll/Personnel System.
 2. At the **Next Func** field, type **EEDB** and press **Enter**.
 3. Type **BUND** and press **Enter**.
 4. Type **STRT**, **employee ID number** and press **Enter**.
- The **ELVE** function is displayed for the selected employee.

Completing ELVE Function

THE ELVE (LEAVE OF ABSENCE DATA) FUNCTION

```

ucmvsvb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPELVE0-E1482      SCT EDB Entry/Update      STRT 05/01/03 10:12:43
05/01/03 10:10:47  Leave of Absence Data      Userid: SCPPSJAG
ID: 764002282 Name: SLUG, SAMMY S      SSN: 555-12-3456 Pri Pay: M0

Leave of Absence Action Code      : █
Leave of Absence Begin Date      : _____ Return: _____ Type: __

Last Sabbatical Credit Balance  : __
Sabbatical Credit Date         : _____
Sabbatical Credit Accrued       : _____
Sabbatical Credit Accrued Thru Date: _____
Sabbatical Credit Used          : _____
Total Sabbatical Credit Balance : _____

START Reduction Percentage      : 20
START Begin Date               : 090103
START End Date                 : 053104

Next Func: _____ ID: _____ Name: _____ SSN: _____
U0001 Input accepted
====>
F: 1-Help      2-Cancel      4-Print      5-Update
F:              9-Jump        11-NextFunc

Line 6 Column 39
    
```

The ELVE Procedure

1. Enter data in the following fields, as applicable:

START Reduction Percentage	Enter the total percent of time the START participant will be reducing their time. Allowable values are whole numbers from 10 to 50 (e.g. 15, 20, 28)
START Begin Date	Enter the date the START will begin, in the format: MMDDYY. Begin date can NOT be earlier than the program implementation date of July 1, 2008.
START End Date	Enter the date the START will end, in the format: MMDDYY. End date can NOT extend past June 30, 2010.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

The **EAPP** (Appointment/Distribution) function is displayed for the selected employee.

Completing the EAPP Function

THE EAPP (APPOINTMENT/DISTRIBUTIONS) FUNCTION:

SCREEN SHOT 1: DISTRIBUTION(S) WITH REG/RTP DOS CODE

The screenshot displays the EAPP interface for user SCPPSJAG. It shows two distribution entries for employee SLUG, SAMMY S (SSN: 555-12-3456).
Distribution 11: Fund 723030, PC 19900, S, CATS/BS Administrative, FTE 1.00, Dis % 1.0000. Rate/Amount 2374.00, DOS REG.
Distribution 12: Fund 723030, PC 19900, S, CATS/BS Administrative, FTE 0.2000, Dis % 0.2000. Rate/Amount 2374.00, DOS RTP.

SCREEN SHOT 2: DISTRIBUTION(S) WITH SDF/RTS DOS CODE

The screenshot displays the EAPP interface for user SCPPSJAG. It shows two distribution entries for employee SLUG, SAMMY S (SSN: 555-12-3456).
Distribution 21: Fund 723030, CC 66092, S, CATS/BS Administrative, FTE 1.0000, Dis % 1.0000. Rate/Amount 64.00, DOS SDF.
Distribution 22: Fund 723030, CC 66092, S, CATS/BS Administrative, FTE 0.2000, Dis % 0.2000. Rate/Amount 64.00, DOS RTS.

Important EAPP Notes for START Actions

1. Establishment of the START distribution record(s) on EAPP will effect the actual salary reduction.
2. Three special Description of Service (DOS) codes have been set up in PPS for START:
 - RTP – for ‘Regular’ and equivalent time
 - RTS – for shift differential
 - RTB – for stipends
3. DO NOT change the existing ‘REG,’ ‘SDF’ or ‘SAS’ distribution(s) for an employee participating in START.
4. Instead, add a new distribution(s) using the special START DOS code (‘RTP,’ ‘RTS’ or ‘RTB’) to implement the START reduction for an employee.
5. This distribution will mirror the ‘REG,’ ‘SDF’ and/or ‘SAS’ distribution except that it will reflect the START percentage, begin date and end date, and the distribution will use the special START DOS code of ‘RTP,’ ‘RTS’ or ‘RTB’.
6. The PPS will treat the ‘RTP,’ ‘RTS’ and ‘RTB’ DOS codes as a negative adjustment in the compute process to reduce the employees pay by this amount.
7. UCRS service credit and sick leave and vacation accrual will not be reduced by the START percentage.
8. In this process, it is the ‘RTP,’ ‘RTS’ or ‘RTB’ distribution entry and not the ELVE START data that ultimately determines the employee’s reduced time and earnings.
9. If an employee has more than one fund source and the START reduction is to be applied across more than one source, then a separate START distribution must be established for each fund source.
10. Each START distribution line will reflect the amount of the START reduction to be applied to that specific fund source. The

total of all START distributions must equal the overall START reduction percentage.

Appointment Level Procedure

When processing a START, the current appointment does not change since the intent of the appointment has not changed.

Distribution Level Procedures

1. **F9 Jump** to the command line and use the **copy xx to xx** command to set up the next available distribution.
2. Enter data in the following fields as applicable:

Actions (Action Code)	Enter Action Code 43- Change in Pay Rate
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter Cost Center (optional, not required).
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0, 1 or 2 as applicable.
FTE	Leave blank.
Dist %	Enter the percentage of the START Reduction in time for this fund source 10% is entered as .1000.
Pay Beg	Enter the date on which the START begins in the format: MMDDYY. The begin date cannot be earlier than 07/01/08.
Pay End	Enter the date on which the START ends in the format: MMDDYY. The End date cannot extend past 06/30/10.

Step	If the employee is appointed to a step-based title code, then enter the step within the salary range associated with the title code. Steps are entered in the following format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, etc. Enter as a one-digit field for academics.
O/A	For Staff: Leave Blank. For Academics: A code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see the codes.
Rate/ Amount	Enter the monthly or hourly rate associated with the distribution. If hourly, remember to use four decimal places, i.e., \$10.00/hour is entered as 10.0000. If monthly, i.e., \$2014.00 enter as 2014.00
DOS	Enter RTP for 'Regular' and equivalent time Enter RTS for 'Shift Differential' Enter RTB for 'Stipend'
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

3. Press **Enter** to invoke range/value edits.
4. This is the last function in the bundle. Proceed to *Review*.

Special Note about Updating Already-Existing START Data:

Although START data is always entered and modified by using the **STRT** bundle, changes to START data will only generate a PAN when they include changes to data in the EAPP function.

Review

1. Press **F10** or **F11** to navigate through the **STRT** bundle.
2. Make sure you have completed all the required data elements.
3. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation function.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make the necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Accessing IMSG

1. To access the Message Report Screen, go to the **Next Function** field, type **IMSG** and press **Enter**.
2. When the **IMSG** screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Retain the original START Contract in the HR employee personnel file.
- Forward a copy of the START Contract to Retirement Administration at UCOP: 300 Lakeside Dr. 5th Floor, Oakland, CA 94612-3550.
- Forward a copy to employee.