6.9 CHANGE IN THE PERCENT OF TIME (PCNT)

Overview

Use these procedures to process either a temporary or permanent change to the percent of time that an employee may work.

Once an employee has attained career status in an appointment there is no minimum hour requirement in order to maintain career status and remain in UCRS. However, once an employee has attained full health and welfare benefits, time on pay status must average at least 17.5 hours per week over a 12-month period to retain these benefits.

An employee on pay status in excess of 1,000 hours within a rolling 12-month calendar year will become career the first of the month following the employee reaching 1,000 hours. Increasing the percent of time on a limited appointment may impact the appointment status, i.e., limited vs career.

Policy Summary

A unit head may increase the percentage of appointment for career or limited positions.

In addition, the Unit Head may determine which positions will be reduced in percentage of appointment, normally as a result of lack of funds, lack of work, unit reorganization, and/or staffing needs.

Involuntary reductions in time to a career position may constitute a layoff action. Refer to the SHR Procedures manual for further guidance prior to proceeding with the PPS action.

An employee may voluntarily request to increase or reduce the percentage of his/her appointment. The duration of a voluntary increase or reduction may be temporary or permanent.

Listed below are factors to consider when processing an increase or decrease in time for an employee:

- Benefits eligibility-Benefits eligibility is based upon appointment(s) percent of time and duration.

- Vacation and Sick Leave eligibility-Leave accrual eligibility is based upon appointment(s) percent of time and duration.

Before You Start

Prior to processing the OEU for Change in the Percent of Time, refer to the *SHR Procedures Manual*. This will give you guidance to determine the delegations of authority and policy procedure.

Complete the Data Collection Document (PCNT).

Notify the employee of any changes to conditions of employment.

Complete the Benefits Eligibility Level Indicator (BELI) form if there is a change in Benefits eligibility.

Data Entry

You will use the **PCNT** bundle when processing a change in the percent of time. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel/Miscellaneous)

Accessing the PCNT Bundle

1. Log on to the Payroll/Personnel System.

2. At Next Func, type **EEDB** and press **Enter**.

3. Type **BUND** and press **Enter** to display the Bundle Menu.

4. Type **PCNT**, **employee ID number** and press **Enter**.

Stop!

Before you proceed, determine whether action is temporary or permanent because each action is processed differently.

Temporary Increase or Decrease in Time:

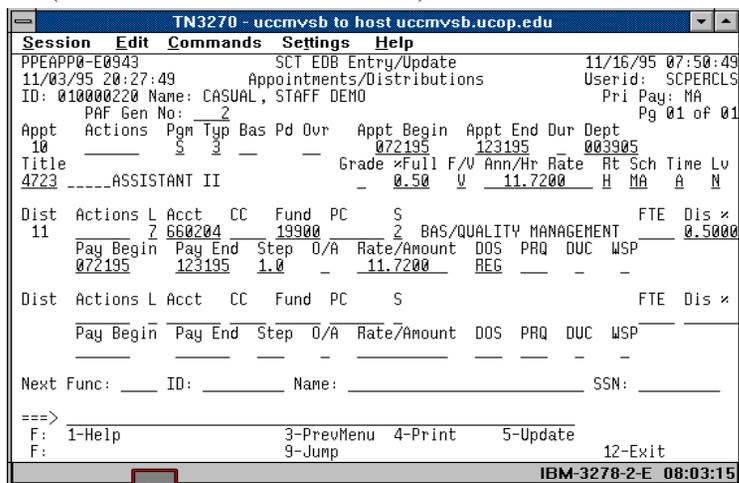**If you are processing a Temporary Change in the Percent of Time, proceed with these procedures.**

Permanent Increase or Decrease in Time:

If you are processing a Permanent Change in the Percent of Time, then forward to *page 6.9-7* for procedures.

Temporary Change in Percent of Time

Completing the EAPP Function

EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION

```
┌─────────────────────────────────────────────────────────────┐
│  ─         TN3270 - uccmvsb to host uccmvsb.ucop.edu    ▼ ▲  │
│ Session  Edit  Commands  Settings  Help                      │
│ PPEAPP0-E0943        SCT EDB Entry/Update      11/16/95 07:50:49│
│ 11/03/95 20:27:49    Appointments/Distributions  Userid: SCPERCLS│
│ ID: 010000220 Name: CASUAL, STAFF DEMO          Pri Pay: MA  │
│     PAF Gen No: __2                              Pg 01 of 01 │
│ Appt  Actions Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept│
│  10    _____   S   3   _   _        072195     123195   _  003905│
│ Title                        Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv│
│ 4723 _____ASSISTANT II          _   0.50  V   11.7200    H  MA   A   N│
│                                                              │
│ Dist  Actions L Acct   CC   Fund PC    S            FTE  Dis %│
│  11    _____  7 660204 ____ 19900 __    2 BAS/QUALITY MANAGEMENT ____ 0.5000│
│        Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP│
│        072195     123195   1.0    _    11.7200     REG  ___  _   _│
│                                                              │
│ Dist  Actions L Acct   CC   Fund PC    S            FTE  Dis %│
│        _____  _ _____ ____ _____ __                 ____  ____│
│        Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP│
│        _____    _____   ___    _    _____      ___  ___  _   _│
│                                                              │
│ Next Func: ____ ID: _____  Name: _____ SSN: _____│
│                                                              │
│ ===>                                                         │
│  F: 1-Help          3-PrevMenu 4-Print   5-Update           │
│  F:                 9-Jump                12-Exit            │
│                                         IBM-3278-2-E 08:03:15│
└─────────────────────────────────────────────────────────────┘
```

EAPP Notes & Tips

- A temporary change in the percent of time does not change the intent of the employee's appointment, therefore you do not end the current appointment.

- A temporary change in the percent of time does not change the intent of the FTE for an employee; therefore don't change the FTE when processing a temporary change in time. Refer to *Section 2.4, Staffing List, Timefile, and Temporary Change in Percent Time*, for more details about setting up this action.

Distribution Level Procedure

1. End the current distribution effective the day before the temporary action will begin.

2. **F9 Jump** to the command line and set up the next available distribution using the **"copy xx to xx"** command.

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

Field	Description
Actions (Action Code)	Leave Blank. Personnel action code for change in percent of time is system derived.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 1 or 2 as applicable.
FTE	FTE should reflect the intent of the appointment, not the temporary change in time.
%Dist	Enter the anticipated time, which is chargeable to the distribution accounting unit 75% is entered as .7500.
Pay Beg	Enter the date the temp. change in percent of time begins in the format: MMDDYY.
Pay End	Enter the date the temp. change in percent of time will end in the format: MMDDYY.
Step	If employee is appointed to a step-based title code, then enter the appropriate step within the salary range associated with the title code. Steps are entered as 1.0, 1.5, 2.0, etc.
O/A	Leave Blank.

Rate/ Amount	Enter the monthly, hourly, or by-agreement rate reflecting the salary for this action. If hourly, use four decimal places, i.e., $10.00/hour is entered as 10.0000.
DOS	Enter REG for regular pay.
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

4. Press **Enter** to invoke range/value edits.

Note: Since this is a temporary action, the employee will need a distribution to return them to their original percent of time.

5. **F9 Jump** to the command line and set up the next available distribution using the **"copy xx to xx"** command.

6. Enter data in the following fields, as applicable.

Actions (Action Code)	Leave Blank. Personnel Action Code for change in percent of time is system derived.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 1 or 2 as applicable.
FTE	Enter the percentage of the budgeted position, which the distribution represents, if applicable. Full time FTE is entered as 1.00.

% Full	Enter the anticipated time, which is chargeable to the distribution accounting unit. 75% is entered as .7500.
Pay Beg	Enter the date the employee will return to their original percent of time in the format: MMDDYY.
Pay End	Enter the original ending date of the employee distribution pay end. If indefinite, enter 999999.
Step	If employee is appointed to a step-based title code, then enter the appropriate step within the salary range associated with the title code. Steps are entered as 1.0, 1.5, 2.0, etc.
O/A	Leave Blank.
Rate/ Amount	Enter the monthly or hourly rate reflecting the salary for this action. 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 REG for regular pay.
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

7. Press **Enter** to invoke range/value edits.

8. Press **F11 Next Function** to advance to the **EPER** function.

The **EPER** (Personnel Miscellaneous) function will be displayed for the employee.

Completing the EPER Function

EPER (PERSONNEL MISCELLANEOUS) FUNCTION

```
┌─────────────────────────────────────────────────────────────────┐
│ ▬                TN3270 - uccmvsb to host uccmvsb.ucop.edu    ▼ ▲ │
│ Session  Edit  Commands  Settings  Help                          │
│ PPEPER0-E0943        SCT EDB Entry/Update        08/02/95 16:40:36│
│ 07/28/95 10:21:22    Personnel-Miscellaneous     Userid:  SCPPSLHB│
│ ID: 222334444 Name: SLUG, B ANNA                   Pri Pay: MA    │
│                                                                   │
│ Assigned BELI: 5 Derived BELI : 6       Effective Date: 091694    │
│ BELI Status Qualifiers:  Primary: __ Date: _____  Secondary: __ Date: _____│
│ Date of Hire             : 091694   Original Hire Date: _____    │
│ Employee Relations Code  : E        Employee Relations Unit: 99   │
│ Probationary Period End Date : _____                             │
│ Next Salary Review Date  : ____   Next Salary Review Type: _      │
│ Merit Rate Increase Percent :                                     │
│ Home Department          : 000462 CROWN COLLEGE ADMIN OFFICE      │
│ Primary Title Code       : 4920   ASSISTANT III                   │
│ Employee Unit Code       : CX     Employee Representation Code  : U│
│ Employee Special Handling Code:   Employee Distribution Unit Code: _│
│ Job Group ID             : 999                                    │
│ Alternate Department Code :  _____                                │
│ Academic Programmatic Unit Cd :  _____                            │
│                                                                   │
│ Next Func: ____ ID: _____ Name: _____ SSN: _____ │
│                                                                   │
│ ===>                                                              │
│  F: 1-Help            3-PrevMenu  4-Print    5-Update             │
│  F:                   9-Jump                  12-Exit             │
│                                              IBM-3278-2-E 16:40:18│
└─────────────────────────────────────────────────────────────────┘
```

EPER Notes and Tips

- Did the change in percent action affect any of the highlighted fields?

  If not, forward to *Review*. Otherwise, update the **EPER** function as appropriate.

The EPER Procedure

Assigned BELI	Enter the appropriate Benefits Eligibility Level Indicator (BELI) code. This code indicates the employee's eligibility for health benefits.
Effective Date	Enter the date the employee became eligible for any change in health benefits associated with this change in time.
Probationary Period End Date	Enter probationary period end date if change in percent of time affects the probationary period.
Next Salary Review Date	Enter or change next salary review date if applicable.
Next Salary Review Type	Enter or change as applicable.
Home Dept	If the employee's home department changes, enter the new department.

1. Press **Enter** to invoke range/value edits.

2. This is the last function in the **PCNT** Bundle. Proceed to the *Review* section.

Review

1. Use **F10** or **F11** to navigate through the PCNT 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 screen.

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.
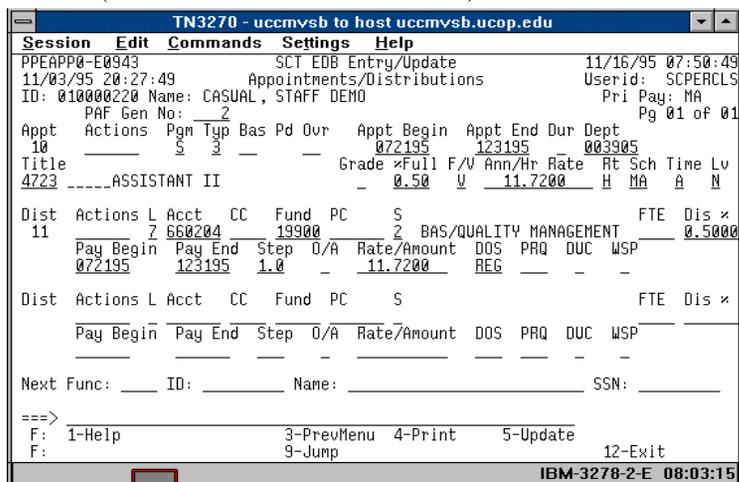
Disposition of Forms

- Forward forms as indicated on your data collection document.

Permanent Change in Percent of Time

Completing the EAPP Function

THE EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION

```
┌─────────────────────────────────────────────────────────┬──┬──┐
│           TN3270 - uccmvsb to host uccmvsb.ucop.edu       │▼ │▲ │
├─────────────────────────────────────────────────────────┴──┴──┤
│ Session  Edit  Commands  Settings  Help                         │
│ PPEAPP0-E0943          SCT EDB Entry/Update       11/16/95 07:50:49│
│ 11/03/95 20:27:49    Appointments/Distributions   Userid: SCPERCLS│
│ ID: 010000220 Name: CASUAL, STAFF DEMO              Pri Pay: MA   │
│     PAF Gen No: __2                                  Pg 01 of 01  │
│ Appt  Actions Pgm Typ Bas Pd Ovr  Appt Begin Appt End Dur Dept   │
│  10   _____    S   3   _          072195   123195  _  003905     │
│ Title                    Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv│
│ 4723 _____ASSISTANT II     _  0.50  V  11.7200  H  MA   A   N     │
│                                                                   │
│ Dist  Actions L Acct   CC   Fund PC    S             FTE  Dis %   │
│  11        7 660204      19900     2 BAS/QUALITY MANAGEMENT  0.5000│
│      Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP       │
│      072195   123195  1.0   _   11.7200    REG ___  _   _         │
│                                                                   │
│ Dist  Actions L Acct   CC   Fund PC    S             FTE  Dis %   │
│                                                                   │
│      Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP       │
│      _____  _____  ___   _   _____     ___ ___  _   _         │
│                                                                   │
│ Next Func: ____  ID: _____  Name: _____ SSN: _____│
│                                                                   │
│ ===>                                                              │
│  F: 1-Help         3-PrevMenu 4-Print   5-Update                 │
│  F:                9-Jump                12-Exit                  │
│                                          IBM-3278-2-E 08:03:15    │
└─────────────────────────────────────────────────────────────────┘
```

Appointment Level Procedure

1. End the current appointment and distributions effective the day before the permanent action if effective.

2. If current appointment was indefinite, then delete the "I" in the duration field by entering a * in this field.

3. **F9 Jump** to the command line and set up the next available appointment using **"add a"** or **"copy xx to xx"** command.

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

Actions (Action Code)	Leave Blank. Personnel Action Code for change in percent of time is system derived.
PGM	Leave Blank. System derived.

Typ	Enter the code indicating the appointment type associated with the appointment.
Bas	For partial-year employees only. Enter the code that indicates the number of months in the year that the employee will work.
Pd Ovr	Leave blank.
Appt Begin	Enter the date on which the change is effective in the format: MMDDYY.
Appt End	If indefinite, enter 999999. Otherwise enter the date on which the appointment is expected to end in the format: MMDDYY.
Dur	If Appointment is indefinite, enter **I**. If Appointment is career, but has an ending date for budgetary purposes only, enter **B**. Otherwise, leave blank.
Title	Enter the title code.
Grade	If employee is appointed to a grade-based title, then enter the appropriate pay grade for the title.
% Full	Enter the percentage of time that the employee is expected to work in the appointment. Full-time (100%) is entered as 1.00.
F/V	Enter the appropriate code to indicate whether the percentage of time the employee will work in the appointment is: Fixed (**F**) or Variable (**V**).

RT	Enter the code that indicates whether the rate of pay is: Annual (**A**), Hourly (**H**), or By Agreement (**B**).
Annual	Leave Blank. System derived.
Sch	Enter a pay schedule code that will be consistent for all appointments. Valid codes are: Monthly Current (**MO**) or Monthly Arrears (**MA**).
Time	Enter the time code that represents the method of reporting time for the appointment. Enter (**T**) for Exception Time Reporting or Enter (**A**) for Positive time reporting.
LV	Enter the leave accrual code that indicates the rate at which vacation and sick leave will be accrued.

5. Press **Enter** to invoke range/value edits.

The Distribution Level Procedure

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)	Leave Blank. Personnel Action Code for Change in Percent of time is system derived.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.

PC	Enter activity code (optional, not required).
Sub	Enter 1 or 2 as applicable.
FTE	Enter the percentage of the budgeted position, which the distribution represents, if applicable. Full time FTE (100%) is entered as 1.00.
Dist %	Enter the anticipated time, which is chargeable to the distribution accounting unit. 75% is entered as .7500.
Pay Beg	Enter the date on which the salary begins as a result of the change in percent of time in the format: MMDDYY.
Pay End	For indefinite distributions, enter 999999. Otherwise enter the date on which the pay is expected to end due to account/fund activity in the format: MMDDYY.
Step	If employee is appointed to step-based title code, then the appropriate step within the salary range associated with the title code. Steps are entered as 1.0, 1.5, 2.0, etc.
O/A	Leave Blank.
Rate/ Amount	Enter the monthly, hourly rate or by-agreement rate reflecting the salary for this action. If hourly, remember to use four decimal places, i.e., $10.00/hour is entered as 10.0000.
DOS	Enter REG for regular pay.
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

3. Press **Enter** to invoke range/value edits.

4. Press **F11 Next Func** to continue to the next function.

The **EPER** (Personnel Miscellaneous) function will be displayed for the employee.

Completing the EPER Function

EPER (PERSONNEL MISCELLANEOUS) FUNCTION

```
┌──────────────────────────────────────────────────────────┬──┬──┐
│            TN3270 - uccmvsb to host uccmvsb.ucop.edu       │▼│▲│
├──────────────────────────────────────────────────────────┴──┴──┤
│ Session  Edit  Commands  Settings  Help                         │
│ PPEPER0-E0943        SCT EDB Entry/Update        08/02/95 16:40:36│
│ 07/28/95 10:21:22     Personnel-Miscellaneous    Userid:  SCPPSLHB│
│ ID: 222334444 Name: SLUG, B ANNA                    Pri Pay: MA  │
│                                                                  │
│ Assigned BELI: 5 Derived BELI : 6      Effective Date: 091694    │
│ BELI Status Qualifiers: Primary: __ Date: ____ Secondary: __ Date: _____│
│ Date of Hire           : 091694   Original Hire Date: _____      │
│ Employee Relations Code : E      Employee Relations Unit: 99     │
│ Probationary Period End Date : _____                             │
│ Next Salary Review Date : ____    Next Salary Review Type: _     │
│ Merit Rate Increase Percent :                                    │
│ Home Department         : 000462 CROWN COLLEGE ADMIN OFFICE      │
│ Primary Title Code      : 4920   ASSISTANT III                   │
│ Employee Unit Code      : CX     Employee Representation Code   : U│
│ Employee Special Handling Code:   Employee Distribution Unit Code: _│
│ Job Group ID            : 999                                    │
│ Alternate Department Code  : _____                               │
│ Academic Programmatic Unit Cd : _____                            │
│                                                                  │
│ Next Func: ____ ID: _____ Name: _____ SSN: _____  │
│                                                                  │
│ ===>                                                             │
│  F: 1-Help            3-PrevMenu  4-Print    5-Update            │
│  F:              9-Jump                        12-Exit           │
│                                       IBM-3278-2-E 16:40:18      │
└──────────────────────────────────────────────────────────────────┘
```

EPER Notes and Tips

- Did the change in percent action affect any of the highlighted fields?

  If not, forward to *Review*. Otherwise, update as appropriate.

The EPER Procedure

Assigned BELI	Enter the appropriate Benefits Eligibility Level Indicator (BELI) code. This code indicates the employee's eligibility for health benefits.
Effective Date	Enter the date the employee became eligible for any change in health benefits associated with this change in time.
Probationary Period End Date	Enter probationary period end date if change in percent of time affects the probationary period.
Next Salary Review Date	Enter or change next salary review date if applicable.
Next Salary Review Type	Enter or change as applicable.
Home Dept	If the employee's home department changes, enter the new department.

1. Press **Enter** to invoke range/value edits.

2. This is the last function in the **PCNT** Bundle. Proceed to the *Review* section.

Review

1. Use **F10** or **F11** to navigate through the **PCNT** 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 screen.

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.

> 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

- Forward forms as indicated on your data collection document.