

## 4.15 EMPLOYEE-INITIATED REDUCTION IN TIME (ERIT) PROGRAM

### Overview

The procedures described in this section are for processing a voluntary staff or academic reduction in time through the ERIT Program. The ERIT Program is effective July 1, 2011 through June 30, 2012. For UCSC ERIT Program Guidelines, Questions and Answers and Forms, please refer to the [HR Service Teams Toolkit](#).

### Program Summary

The ERIT 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 5% of full-time 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 twelve months.

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

Contracts may begin and end in any month between July 1, 2011 and June 30, 2012. An eligible employee may participate in ERIT more than one time as long as participation ends by June 30, 2012.

In return for a voluntary reduction in time, program participants will:

- Accrue vacation and sick leave credits at their rate accrued prior to participation in ERIT;
- Continue their UC health and welfare benefits without changes to premiums or benefits while participating in the ERIT Program;

- Have their UC Retirement Plan (UCRP) contributions based on their reduced salary, and UCRP service credit will accrue based on their reduced appointment;
- Have other retirement benefits calculated based upon their pre-ERIT compensation rate as outlined within the proposed program guidelines.

### Eligibility

All career employees (Regular status and probationary), except members of the Senior Management Group (SMG) with appointments of at least 55% time are eligible to participate in ERIT.

For exclusively represented employees, participation in ERIT is subject to collective bargaining.

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 Do the OEU for ERIT

Prior to performing the OEU for an ERIT agreement you will have obtained the appropriate approvals and forms required.

### Data Entry

Enter data for processing an ERIT via the **ERIT** bundle:

**ELVE** (Leave of Absence Data)

**EAPP** (Appointments/Distributions)

## Accessing the ERIT 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 **ERIT**, **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

## The ELVE Procedure

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

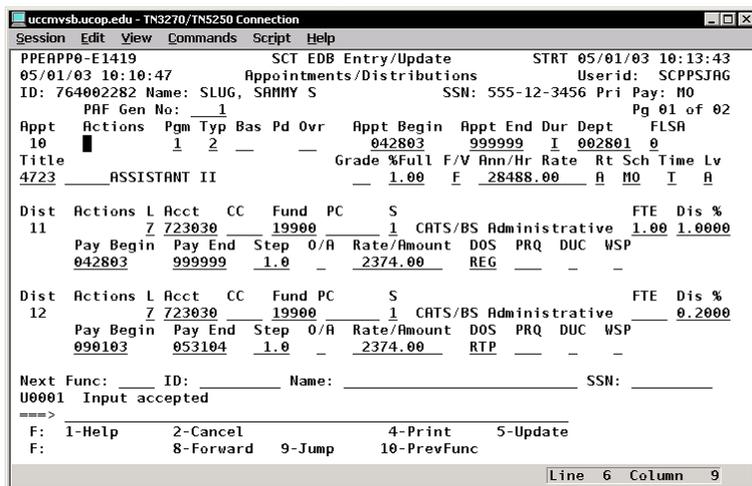
START/ERIT Reduction Percentage	Enter the total percent of time the ERIT participant will be reducing their time.  Allowable values are whole numbers from 5 to 50
START/ERIT Begin Date	Enter the date the ERIT will begin, in the format: MMDDYY.  Begin date can NOT be earlier than the program implementation date of July 1, 2011.
START/ERIT End Date	Enter the date the ERIT will end, in the format: MMDDYY.  End date can NOT extend past June 30, 2012.

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

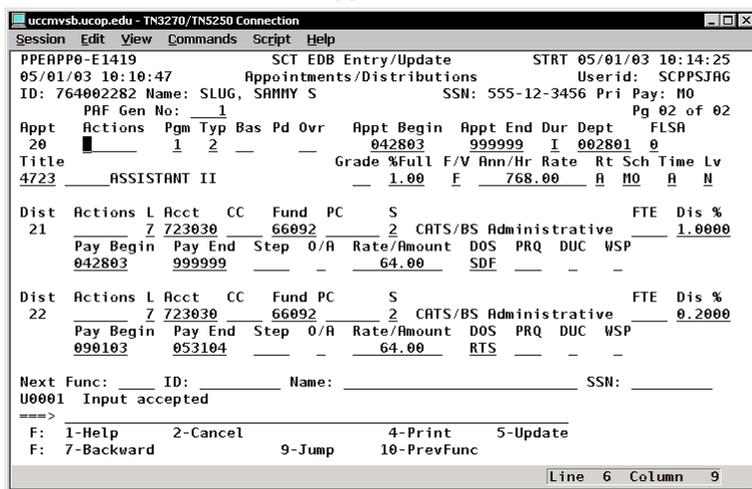
The **EAPP** (Appointment/Distribution) function is displayed for the selected employee.

## Completing the EAPP Function

THE EAPP (APPOINTMENT/DISTRIBUTIONS) FUNCTION:  
 SCREEN SHOT 1: DISTRIBUTION(S) WITH REG/ERT DOS CODE



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



## Important EAPP Notes for ERIT Actions

1. Establishment of the ERIT 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 ERIT:
  - ERT – for ‘Regular’ and equivalent time
  - ERS – for shift differential
  - ERB – for stipends
3. DO NOT change the existing ‘REG,’ ‘SDF’ or ‘SAS’ distribution(s) for an employee participating in ERIT.
4. Instead, add a new distribution(s) using the special ERIT DOS code (‘ERT,’ ‘ERS’ or ‘ERB’) to implement the ERIT reduction for an employee.
5. This distribution will mirror the ‘REG,’ ‘SDF’ and/or ‘SAS’ distribution except that it will reflect the ERIT percentage, begin date and end date, and the distribution will use the special ERIT DOS code of ‘ERT,’ ‘ERS’ or ‘ERB’.
6. The PPS will treat the ‘ERT,’ ‘ERS’ or ‘ERB’ DOS codes as a negative adjustment in the compute process to reduce the employees pay by this amount.
7. Sick leave and vacation accrual will not be reduced by the ERIT percentage.
8. In this process, it is the ‘ERT,’ ‘ERS’ or ‘ERB’ distribution entry and not the ELVE ERIT data that ultimately determines the employee’s reduced time and earnings.
9. If an employee has more than one fund source and the ERIT reduction is to be applied across more than one source, then a separate ERIT distribution must be established for each fund source.
10. Each ERIT distribution line will reflect the amount of the ERIT reduction to be applied to that specific fund source. The total of all

ERIT distributions must equal the overall ERIT reduction percentage.

**Appointment Level Procedure**

When processing a ERIT, 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.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 1 or 2 as applicable.
FTE	Leave blank.
Dist %	Enter the percentage of the ERIT Reduction in time for this fund source 10% is entered as .1000.
Pay Beg	Enter the date on which the ERIT begins in the format: MMDDYY. The begin date cannot be earlier than 07/01/11.
Pay End	Enter the date on which the ERIT ends in the format: MMDDYY. The End date cannot extend past 06/30/12.

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.
O/A	For Staff: Leave Blank.
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 <b>ERT</b> for 'Regular' and equivalent time  Enter <b>ERS</b> for 'Shift Differential'  Enter <b>ERB</b> 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 ERIT Data:**

Although ERIT data is always entered and modified by using the **ERIT** bundle, changes to ERIT 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 **ERIT** 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 ERIT Contract in the HR employee personnel file.
- Forward a copy of the ERIT Contract to Retirement Administration at UCOP: 300 Lakeside Dr. 5<sup>th</sup> Floor, Oakland, CA 94612-3550.
- Forward a copy to employee.