

Staff and Academic Reduction in Time (START) Program
Instructions for Departments
UCSB Human Resources
June 23, 2008

I. Overview

The University is offering a voluntary time reduction personnel program called the Staff and Academic Reduction in Time (START) program. This will help achieve temporary salary savings in response to the State-funded budget deficit. The START program allows an employee to reduce his or her working time from 10% to 50% of full-time for a period of 1 to 24 months. Department managers will need to evaluate their workload and decide on a case-by-case basis which employees who have requested START may participate.

Between July 1, 2008 and June 30, 2010, an employee may take multiple START agreements, but they must take place in “whole months”, meaning the first of the month through the last day of the month and a contract is required for each period of participation. No START agreement can extend beyond June 30, 2010. In return for reducing time, program participants accrue vacation, sick leave, and UCRP service credit at the pre-START appointment rate; in addition, UCRP pension, death, and/or disability income will be based on the unreduced salary for HAPC and final salary.

II. Eligibility

At this time, the following groups of employees are eligible to volunteer to reduce their time:

- non-probationary career staff employees who are non-represented or are represented by UPTE (HX,RX,TX) or Skilled Crafts Local 501 (K8)
- academic appointees, except those in faculty and student academic titles, Postdoctoral Scholars, and represented Librarians

In all cases, START participation is dependent upon the approval of the department head.

Participation in the START program for represented employees is also dependent upon agreement by the applicable union. At this time, UC has not received agreement from unions other than UPTE and Local 501 for staff. Human Resources will notify the campus as soon as possible with regard to START program participation for other represented employees.

Participants cannot reduce their percentage below 50% of full time.

III. Procedures

Form Processing

Employees request participation in START by completing the START Election Form, available online at:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/start/contract.pdf

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/start/contract_admendment.pdf

Select UBEN 270 to initiate a START contract. Select UBEN 271 to amend one. Employees submit the form to their department for approval and processing; department PPS preparers then enter the START data into the Payroll-Personnel-System (PPS).

A copy of each START Election Form should be sent to **Coni Edick** in **Human Resources**. The home department is the office of record for the form. Human Resources will send copies to Retirement Administration/OP as requested at the bottom of the form.

IV. Payroll-Personnel-System (PPS) Processing

Three data elements have been re-established at the employee level to reflect START participation. At the appointment/distribution level, a new distribution line(s) will record the START period and reduction amount of participation. Special Description of Service (DOS) codes have been established for START that will reduce time and earnings but will not reduce vacation and sick leave accrual or UCRS service credit.

In PPS, administrators will **enter** START data on the following screens:

- ELVE – Leave of Absence: to establish employee level elements
- EAPP – Appointments/Distributions: to establish the START distribution

The system will **display** START data on the following screens:

- IAPP – START distribution data and employee level elements
- EDB Web Inquiry ‘Employment’ screen & ‘Appointment and Distribution’ screen
- IBA1 – History Inquiry, Basic Employment Data

To process in PPS, please use LEAV bundle, as it will automatically take you to ELVE, followed by EAPP; you may ignore EPER, the last screen in the bundle if using it for START.

- Enter the employee level START data elements on the ELVE screen:
 - START Percentage
 - START Begin Date
 - START End Date
- Establish the START distribution record(s) on EAPP to effect the actual salary reduction. Use Action Code 45 (“Change in Negotiated Salary”). Three special Distribution of Service (DOS) codes have been set up in PPS for START:
 - RTP – for ‘Regular’ and equivalent time
 - RTS – for ‘Shift Differential’
 - RTB – for ‘Stipend’

Note that existing distributions are *not* changed!

EXAMPLES

The following three examples show how START data is entered and displayed in PPS.

*** EXAMPLE 1 ***

Employee is 100% paid from 19900 funds. START participation at 20% from 07/01/08 through 06/30/09. Distribution line 12 added to employee record, with Action Code 45, Distribution % = .20, and DOS = RTP. Note that the FTE % (for Staffing) was set to 0.00. Go to the LEAV bundle to enter START data.

ELVE Entry/Update screen:

```

*****
PPELVE0-E1482          EDB Entry/Update          LEAV 05/17/08 13:54:19
02/25/08 12:18:38      Leave of Absence Data          Userid: PAYCMP0
ID: 000050022 Name: ALU,BOB          SSN:          Pri Pay: MO

```

```

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                : 070108
START End Date                  : 063009

```

```

Next Func:          ID:          Name:          SSN:
====>
F: 1-Help          3-PrevMenu  4-Print    5-Update
F:                9-Jump     11-NextFunc          12-Exit

```

- ```

```
1. START Reduction Percentage: Allowable values are whole numbers from 10 to 50 (e.g. 18, 20, 28).
  2. START Begin Date: Entered in format MMDDYY, e.g. 070108. Field is edited to ensure date is not earlier than beginning of START program, July 1, 2008.
  3. START End Date: Entered in format MMDDYY, e.g. 063009. Field is edited to ensure that end date is not later than the end of START program, June 30, 2010.

When entry on the ELVE screen is complete, proceed to EAPP screen to establish the START distribution(s). This screen has not changed as a result of START.

**IMPORTANT:** DO NOT change the existing 'REG' distribution record(s) for an employee participating in START. Instead, add a new distribution line using the special START DOS code to implement START for an employee. This distribution will mirror the 'REG' distribution except that the percentage time will reflect the START percentage and the distribution will use the special START DOS code of 'RTP'. PPS will treat the 'RTP' DOS code as a negative adjustment in the compute process to reduce the employee pay by this amount. UCRP service credit and sick leave and vacation accrual will not be reduced by the START percentage. Note that in this process, it is the 'RTP' distribution entry and not the ELVE START data that ultimately determines the employee's reduced time and earnings.

If an employee has several different fund sources and the START reduction is to be applied across more than one source, then a separate START distribution line must be established for each fund source. Each START distribution will reflect the amount of the START reduction to be applied to that specific fund source.

Remember, when establishing the START distribution line(s), **DO NOT CHANGE THE 'REG' LINE**, which should show the employee's permanent appointment percent of time. The START Description of Service (DOS) code 'RTP' is the special DOS developed to reduce 'REG' in the payroll compute process.

**EAPP Entry/Update screen:**

```

PPEAPP0-E1419 EDB Entry/Update LEAV 05/17/08 13:43:00
02/25/08 12:18:38 Appointments/Distributions Userid: PAYCMP0
ID: 000050022 Name: ALU,BOB SSN: Pri Pay: MO
PAF Gen No: 2 Pg 01 of 01
```

```
Appt Actions Pgm Typ Bas PdOvr ApptBegin ApptEnd Dur Dept FLSA
10 1 2 070196 999999 I ACTG 1
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
7616 ACCOUNTANT IV 5 1.00 F 59300.00 A MO R K
```

```
Dist Actions L Acct CC Fund PC S FTE Dis %
11 8 404918 19900 1 1.00 1.0000
 Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
 070196 999999 4941.67 REG
```

```
Dist Actions L Acct CC Fund PC S FTE Dis %
12 45 8 404918 19900 1 0.2000
 Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
 070108 063009 4941.67 RTP
```

```
Next Func: ID: Name: SSN:
```

```
U0001 Input accepted
```

```
===>
```

```
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 10-PrevFunc 11=NextFunc 12-Exit
```

```

```

1. If an 'RTP' distribution entry is added and there has been no employee level START data entered on the ELVE screen, the system will issue a message, and if no action is taken, will reject the update.
2. An edit is provided to check the 'RTP' distribution end date. The Pay End value for the 'RTP' distribution entry cannot be later than the START end date entered on the ELVE screen.

The EDB Inquiry screen IAPP after the update for this example shows:

```

```

```
PPIAPP0-I1482 EDB Inquiry 05/19/08 16:29:18
03/19/08 16:29:12 Appointment/Distribution Userid: PAYCMP0
ID: 000050022 Name: ALU,BOB SSN:
Hm Dept: ACTG ACCOUNTING Emplmt Status: A Pri Pay: MO
Gen No : 0002 Total Appt/Dis: 01/02 Remaining Appt/Dis: 00/00
LOA Beg: LOA Return: LOA Type: STRT: 20% 07/01/08-06/30/09
Appt: 10 TC: 7616 ACCOUNTANT IV Grade: 5 Pgm/Typ: 1/2
 Begin Dt: 07/01/96 Ann/Hr Rt : 59300.00 %: 1.00 F/V:F Rt : A
 End Dt : 99/99/99 Bas/Pd Ovr: 00/00 FLSA: EXEMPT Lv :K Sched: MO
 Dur : I INDEF Dept Cd : ACTG TUC/AREP/ASHC:99/C/ Time : R
```

```
Dis: 11 L/A/C/F/P/S 8 404918 19900 1 ACCOUNTING
 Begin: 07/01/96 Dis %: 1.0000 Rate/Amt: 4941.67 Step/OA: DOS: REG
 End : 99/99/99 FTE: 1.00 Dept Cd: ACTG PRQ: DUC: WSP:
```

```
Dis: 12 L/A/C/F/P/S 8 404918 19900 1 ACCOUNTING
 Begin: 07/01/08 Dis %: 0.2000 Rate/Amt: 4941.67 Step/OA: DOS: RTP
 End : 06/30/09 FTE: 0.00 Dept Cd: ACTG PRQ: DUC: WSP:
```

```

```

\*\*\* EXAMPLE 2 \*\*\*

Employee normally works a defined shift and has shift differential set up as a distribution line. For START, this example shows a separate distribution line set up using the shift differential START DOS code of 'RTS'. The START reduction percentage and Begin and End dates are set up on the ELVE screen then the distribution line is established on EAPP as shown below:

```

PPEAPP0-E1419 EDB Entry/Update LEAV 05/19/08 16:05:39
03/13/08 09:49:03 Appointments/Distributions Userid: PAYCMP0
ID: 123456789 Name: OOPS, ALI SSN: Pri Pay: MO
 PAF Gen No: 1 Pg 04 of 06
```

```
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA
20 1 2 010101 999999 I ACTG 0
Title
7237 ANALYST IV 4 0.25 V 60000.00 A MO Z A
```

```
Dist Actions L Acct CC Fund PC S FTE Dis %
21 8 404918 19900 2 ACCOUNTING 1.00 1.0000
 Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
 070108 999999 3000.00 REG
```

```
Dist Actions L Acct CC Fund PC S FTE Dis %
22 8 404918 19900 2 ACCOUNTING 0.00 1.0000
 Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
 070108 999999 55.68 SDF
```

```
Dist Actions L Acct CC Fund PC S FTE Dis %
23 45 8 404918 19900 2 ACCOUNTING 0.00 0.2500
 Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
 070108 063009 5000.00 RTP
```

```
Dist Actions L Acct CC Fund PC S FTE Dis %
24 45 8 404918 19900 2 ACCOUNTING 0.00 0.2500
 Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
 070108 063009 55.68 RTS
```

```
Next Func: ID: Name: SSN:
```

===>

```
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 7-Backward 8-Forward 9-Jump 10-PrevFunc 11-NextFunc 12-Exit

```

\*\*\* EXAMPLE 3 \*\*\*

Displays a START employee with shift differential on the IAPP inquiry screen.

```

PPIAPP0-I1482 EDB Inquiry 05/19/08 16:20:03
03/17/08 10:34:07 Appointment/Distribution Userid: PAYCMP0
ID: 333333033 Name: EMPLOYEE033, TEST033 SSN:
Hm Dept: ACTG ACCOUNTING Emplmt Status: A Pri Pay: MO PG 01 OF 02
Gen No : 0001 Total Appt/Dis: 01/04 Remaining Appt/Dis: 00/02
LOA Beg: LOA Return: LOA Type: STRT: 20% 07/01/08-06/30/09
```

```
Appt: 10 TC: 7237 ANALYST IV Grade: Pgm/Typ: 1/2
 Begin Dt: 01/01/02 Ann/Hr Rt :60000.00 %: 1.00 F/V: F Rt : A
 End Dt : 99/99/99 Bas/Pd Ovr:00/00 FLSA: NONEXEMPT Lv :A Sched: MO
 Dur : I INDEF Dept Cd : ACTG TUC/AREP/ASHC: 99/C/ Time : Z
```

```
Dis: 11 L/A/C/F/P/S 8 404918 19900 1 ACCOUNTING
 Begin: 01/01/02 Dis %: 1.0000 Rate/Amt: 5000.00 Step/OA: DOS: REG
 End : 99/99/99 FTE: 1.00 Dept Cd: ACTG PRQ: DUC: WSP:
```

```
Dis: 12 L/A/C/F/P/S 8 404918 19900 1 ACCOUNTING
 Begin: 01/01/02 Dis %: 1.0000 Rate/Amt: 64.38 Step/OA: DOS: SDF
 End : 99/99/99 FTE: 0.00 Dept Cd: ACTG PRQ: DUC: WSP:
```

```
Dis: 13 L/A/C/F/P/S 8 404918 19900 1 ACCOUNTING
 Begin: 07/01/08 Dis %: 0.2000 Rate/Amt: 5000.00 Step/OA: DOS: RTP
 End : 06/30/09 FTE: 1.00 Dept Cd: ACTG PRQ: DUC: WSP:
```

```
Dis: 14 L/A/C/F/P/S 8 404918 19900 1 ACCOUNTING
 Begin: 07/01/08 Dis %: 0.2000 Rate/Amt: 64.38 Step/OA: DOS: RTS
 End : 06/30/09 FTE: 0.00 Dept Cd: ACTG PRQ: DUC: WSP:
```

Next Func: ID: Name: SSN:

==>

```
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 12-Exit
```

\*\*\*\*\*

The EDB Web Inquiry 'Employment' and 'Appointment and Distribution Information' screens are shown below.

**Employment Information screen:**

\*\*\*\*\*

**Payroll/Personnel System - EDB Inquiry**

Userid: PAYCMP0                      Date: 05/20/08                      Time: 09:33:15  
Name: EMPLOYEE033, TEST033                      ID: 333333033  
Home Dept: ACTG OFFICE      Status: Active      Pay Sched: Monthly

**Employment Status Information**

View [Appointment/Distribution Information](#).

---

**Hired**

**Date of Hire:** 01/01/02                      **I-9 Date:** 01/01/02  
**Original Date of Hire:**                      **Oath Date:** 01/01/02  
**PIN Signature Date:** 01/01/02

---

**Leave**

**Leave Begin Date:**                      **Leave Type:**  
**Leave Return Date:**

---

**Staff and Academic Reduction in Time (START)**

**START Reduction Percentage:** 20% **Begin/End Date:** 07/01/08-06/30/09

---

**Separation**

**Last Day on Pay Status:**                      **Reason Code:**  
**Separation Date:**                      **Destination:**

---

**Salary Review**

**Next Salary Review Date:**                      **Review Type:**

---

**Student Status**

**Student Status Code:**1-Not Reg                      **Registered Units:** 0.0

---

**Labor Relations**

**Employee Relations Code:**  
**Collective Bargaining Unit Code:**      99 - no bargaining unit  
**Employee Unit Code:**                      99 - no bargaining unit  
**Employee Representation Code:**              C - Covered  
**Employee Special Handling Code:**  
**Employee Distribution Unit Code:**

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View [Labor Relations Information](#).

View [Appointment/Distribution Information](#).

Return to [top of page](#)

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## V. Time Reporting

### Example 4 – Positive Time Employee with START

The total number of hours that the employee would work if she/he were not participating in START should be entered on the 'REG' pay line. (This will be more than the actual time worked.) The START reduction percentage hour equivalent is then entered on the 'RTP' pay line. The PPS payroll compute process will use the 'RTP' entry to reduce the 'REG' entry for total hours and dollars, but the 'REG' entry will generate the correct UCRP Service Credit as well as the vacation and sick leave accrual at the unreduced time equivalent.

```

PPEDHC0-E1138 Dept. Time Reporting 07/24/08 13:22:21
 Time Input Roster UserID: PAYCMP0
Pay End: 07/31/08 Check Date: 08/01/08 Pay Cycle:MO Page 0006 of 0017
HOME DEPARTMENT CODE: ACTG
```

```
OK? Emp.Name Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub Rt/Amt A/H WSP
 EMPLOY03 333333032 11 4672 8 404918 19900 1 05000.00 A
```

```
Reg. Time (POSITIVE) DOS: REG Total Time: 160.00 H/=: %
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):
 DOS: Time (Hrs): DOS: Time (Hrs):
```

```
 EMPLOY03 333333032 12 4672 8 404918 19900 1 02000.00 A
Reg. Time (POSITIVE) DOS: RTP Total Time: 16.00 H/=: %
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):
 DOS: Time (Hrs): DOS: Time (Hrs):
```

Next Func: ID: Name: SSN:  
Pay Cycle: Pay End:

===>

```
F: 1-Help 3-Return 4-Print 5-Update
F: 7-Backward 8-Forward 9-Jump 12-Exit
```

```

```

**Example 5 – Positive Time Employee with START and Shift Differential**

This example is similar to Example 4 except that it includes Shift Differential. Note that for positive time reporting, it is not necessary to report time under the START Shift Differential offset 'RTS'. However, for any exception employee with an 'SDF' distribution, a corresponding 'RTS' distribution entry should be added via the EAPP screen.

```

PPEDHC0-E1138 Dept. Time Reporting 07/24/08 13:22:21
 Time Input Roster UserID: PAYCMP0
Pay End: 07/31/08 Check Date: 08/01/08 Pay Cycle:MO Page 0006 of 0017
HOME DEPARTMENT CODE: ACTG

OK? Emp.Name Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub Rt/Amt A/H WSP
 EMPLOY03 333333032 11 4672 8 404918 19900 1 05000.00 A

Reg. Time (POSITIVE) DOS: REG Total Time: 160.00 H/=: %
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):
 DOS: Time (Hrs): DOS: Time (Hrs):

 EMPLOY03 333333032 12 4672 8 404918 19900 1 02000.00 A
Reg. Time (POSITIVE) DOS: RTP Total Time: 16.00 H/=: %
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):
 DOS: Time (Hrs): DOS: Time (Hrs):

EMPLOY03 333333032 12 4672 8 404918 19900 1 02000.00 A
Reg. Time (POSITIVE) DOS: SDF Total Time: 160.00 H/=: %
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):
 DOS: Time (Hrs): DOS: Time (Hrs):

Next Func: ID: Name: SSN:
Pay Cycle: Pay End:

===>
F: 1-Help 3-Return 4-Print 5-Update
F: 7-Backward 8-Forward 9-Jump 12-Exit

```

## **VI. Pay Records and Statements**

### **Payroll Audit Record (PAR)**

On the Payroll Audit Record for START participants, gross 'RTP' dollars are displayed as a negative amount while the corresponding hours are not. These 'RTP' hours are not included in any of the hours accumulators (Hours on Pay Status YTD, Reg Hours YTD, Hours Toward Benefits Eligibility, Hours Toward Career Status Eligibility).

### **Check Stubs and Surepay Statements**

Participants' Surepay advices and check stubs display negative values for both the 'RTP' time (hours or percent) and gross pay.

## **VII. Reporting**

A monthly report will be delivered to departments (PPP6952), ordered by employee name within home department. The report indicates the salary savings for that month.

The report displays the following data:

- Employee Name
- Employee ID
- Home Department Number and Name (displayed at the top of report PPP6952)
- START Percentage
- START Begin Date
- START End Date
- Appointment Number(s)
- Title Code(s)
- Appointment Percent Time(s)
- Appointment Pay Rate(s)
- RTP/RTS/RTB Distribution Number(s)
- RTP/RTS/RTB Distribution Begin and End Dates
- RTP/RTS/RTB Distribution Percent(s)
- RTP/RTS/RTB Distribution Pay Rate(s)
- Total Monthly Salary Savings Calculation (estimated)
- Total Annual Salary Savings Calculation (estimated)

Employee records that have START employee level data but no associated RTP or RTS distribution are displayed with an asterisk(\*). Distribution lines for RTS shift differential reductions are displayed with two asterisks(\*\*).

Note that salary savings calculations are based on distribution data at the time of the report run. Because employees may change their START reduction percentage during the course of their participation agreement, annualized calculations may not reflect actual salary savings.