

Instructions to the HR Representative: Employee Voluntary Reduction in Hours Procedure

- Employee must complete a ***Voluntary Employee Salary Savings Incentive Alternative Work Schedule Agreement***.
- Supervisor and Department Head must approve the ***Voluntary Employee Salary Savings Incentive Alternative Work Schedule Agreement***.
- HR Representative/designee should change “**Planned Working Time**” for employee in SAP – Transaction PA30. (Please see instructions beginning on Page 2).
- The original approved ***Voluntary Employee Salary Savings Incentive Alternative Work Schedule Agreement*** and a **Master Data Sheet** signed by the Department Head/designee must be forwarded to: **Human Resources, ATT: Susie Ragusa** by **Friday, April 30, 2010**. (A copy should be retained in the employee’s department personnel file).

Things to keep in mind:

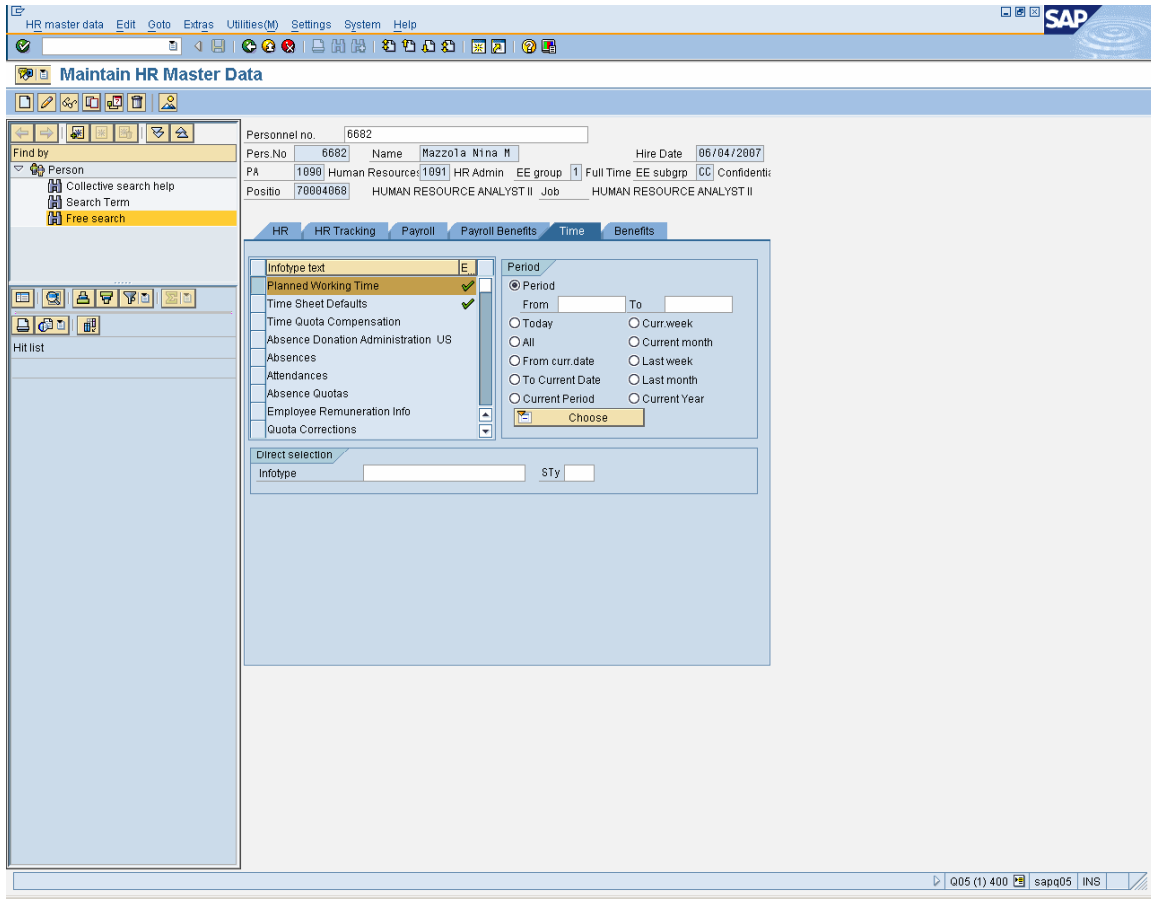
- Employees should select a start date that coincides with the first day of a pay period when reducing their work schedule hours.
- The voluntary alternative work schedule should not extend past 6/30/10.
- Employees participating in this salary savings incentive will need to use Attendance/Absence Code “1099 (Leave w/o Pay Taken)” to report the reduction in hours to make-up the 40-hour workweek.

Examples:

An employee working a 32-hour per week schedule: The employee would indicate 32 regular hours and 8 hours of LWOP for both weeks in the pay period.

An employee working a 21-hour per week schedule: The employee would indicate 21 regular hours and 19 hours of LWOP for both weeks in the pay period.

Changing the “Planned Working Time”



- Access SAP Transaction “PA30 – Maintain HR Master Data”.
- Select the “Planned Working Time” infotype on the “Time” tab.
- Click on the “Copy (Shift+F9)” button.

| | | | | | |
|---------|------------|---------------------------|----------------|-----------|---------------------------|
| Pers.No | 6682 | Name | Mazzola Nina M | Hire Date | 06/04/2007 |
| PA | 1090 | Human Resources: | 1091 | HR Admin | EE group 1 |
| Positio | 70004068 | HUMAN RESOURCE ANALYST II | | Job | HUMAN RESOURCE ANALYST II |
| Start | 09/03/2007 | To | 12/31/9999 | | |

| | |
|---|--------------------------------------|
| Work schedule rule | |
| Work schedule rule | D100 5x8; Day; Sat/Sun Off |
| Time Mgmt status | 9 - Time evaluation of planned times |
| Working week | Working week Monday - Sunday |
| <input type="checkbox"/> Part-time employee | |

| | |
|----------------------|---------|
| Working time | |
| Employment percent | 100.00 |
| Weekly working hours | 40.00 |
| Annual working hours | 2080.00 |

Before Screenshot

- Enter the “Start” date and “To” date information. (Found on the *Voluntary Employee Salary Savings Incentive Alternative Work Schedule Agreement*). For this example 06/22/2009 – 06/30/2010 was used with a new schedule of 32 hours (80.00 FTE).
- Change the “Employment percent” field. (Please note the “Part-time employee” indicator will activate and the “Weekly working hours” and “Annual working hours” fields will automatically update when saved).
- Click on “Save (Ctrl+S)”.
- Note: “Start” date must be the start of a pay period and cannot be a date in the middle of a pay period. Also, the employee should not have time encoded for that pay period until after the system has been updated. “To” date must not extend past 06/30/10.

| | | | | | |
|---------|------------|----------------------------|----------------|-----------|------------------------------|
| Pers.No | 6682 | Name | Mazzola Nina M | Hire Date | 06/04/2007 |
| PA | 1090 | Human Resources: | 1091 | HR Admin | EE group 1 |
| Positio | 70000263 | HUMAN RESOURCES SPECIALIST | | Job | HUMAN RESOURCES SPECIALIST I |
| Start | 06/22/2009 | To | 06/30/2010 | | |

| | |
|--|--------------------------------------|
| Work schedule rule | |
| Work schedule rule | D100 5x8; Day; Sat/Sun Off |
| Time Mgmt status | 9 - Time evaluation of planned times |
| Working week | Working week Monday - Sunday |
| <input checked="" type="checkbox"/> Part-time employee | |

| | |
|----------------------|---------|
| Working time | |
| Employment percent | 80.00 |
| Weekly working hours | 32.00 |
| Annual working hours | 1664.00 |

After Screenshot

List Planned Working Time

Pers.No: 6682 Name: Mazzola Nina M Hire Date: 06/04/2007
 PA: 1090 Human Resources1091 HR Admin EE group: 1 Full Time EE subgrp: CC Confidential
 Positio: 79004068 HUMAN RESOURCE ANALYST II Job: HUMAN RESOURCE ANALYST II
 Choose: 01/01/1800 12/31/9999

| Start Date | End Date | WS rule | T | Empl | Wkhrs | P | A |
|------------|------------|---------|---|--------|-------|---|---|
| 07/01/2010 | 12/31/9999 | D100 | 9 | 100.00 | 40.00 | | |
| 06/22/2009 | 06/30/2010 | D100 | 9 | 80.00 | 32.00 | X | |
| 09/03/2007 | 06/21/2009 | D100 | 9 | 100.00 | 40.00 | | |
| 06/04/2007 | 09/02/2007 | D100 | 9 | 100.00 | 40.00 | | |

Entry 1 of 4

Record created

- Verify changes were made by clicking on the “Overview (Shift+F8)” button. In this example a new part-time record was created for 06/22/2009 – 06/30/2010 and the FTE/Work hours columns were adjusted accordingly.
- Note: The system automatically creates a new record changing the employee back to the full-time 40 hour schedule the day after the part-time schedule ends. For this example the new record created starts on 07/01/2010 and ends 12/31/9999.