

TRS Job Aide 101 For Employee-Initiated Reduction in Time (ERIT)

Under the ERIT program, eligible staff employees may upon approval voluntarily reduce their time and corresponding pay while continuing to accrue vacation and sick leave at their pre-ERIT appointment percentage. However, holiday pay and retirement service credit are calculated in proportion to the reduced time in accordance with the applicable personnel policy or collective bargaining agreement.

The following procedure describes how to enter appointments in PPS to facilitate time reporting and processing pay via TRS for an employee participating in the Employee-Initiated Reduction in Time (ERIT) Program.

Exempt Employees

- **TRS:** Exempt employees should continue to enter time off (i.e. vacation, sick) on their TRS timesheets. There is no change required to TRS for ERIT participation.
- **PPS:** Since earnings for this group of employees are paid based on appointment information, it is important to enter the appointment information correctly.
 1. Set up one appointment and 2 distributions
 2. Ensure that the time code = R
 3. Enter reduction % on ERT distribution

See the example below.

```

PP|APP0-I1304                EDB Inquiry                07/01/12 18:58:3
06/30/12 18:53:37           Appointment/Distribution       Userid: HPJRV
ID: 123456789   Name: PERCENT, TEN                        LAD: 10/28/02
Hm Dept: 123456 MODEL DEPT                               Emplmt Status: A Pay: MO
Gen No : 0047                                             Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/0
LOA Beg:          LOA Return:          LOA Type:          Reduc: 10% 07/01/12 - 06/30/14

Appt: 10   TC: 7242 ANALYST, ADMINISTRATIVE, SR           Grade: 2   Pgm/Typ: 1/2
Begin Dt: 09/15/97 Ann/Hr Rt : 54800.00                 %: 1.00 F/V: F   Rt : A
End Dt  :          Bas/Pd Ovr: 00/00                   FLSA: EXEMPT   Lv MO: Sched: MO
Dur     : I INDEF Dept Cd : 123456                     TUC/AREP/ASHC: 99/C/   Time : R

Dis: 11 L/A/C/F/P/S 4 123456 19900 1 MODEL DEPARTMENT
Begin: 10/01/00     Dis %: 1.0000 Rate/Amt: 4567.00 Step/OA:      DOS: REG
End   :           FTE: 0.00 Dept Cd: 123456 PRQ:      DUC:      WSP:

Dis: 12 L/A/C/F/P/S 4 123456 19900 1 MODEL DEPARTMENT
Begin: 07/01/12     Dis %: 0.1000 Rate/Amt: 4567.00 Step/OA:      DOS: ERT
End   : 06/30/14   FTE: 0.00 Dept Cd: 123456 PRQ:      DUC:      WSP:
  
```

Non - Exempt Employees

- **TRS:** Non-Exempt employees are required to enter time worked on their TRS timesheets. In order to ensure that these employees receive the full vacation and sick accruals, the total number of hours must be reported on the TRS timesheet.

1. G TRS will create a pay transaction based on the total hours on the time sheet.
- H PPS will create the ERIT transaction to reduce the total hours transaction created by TRS.

This process will ensure that the employee receives the full vacation and sick accrual that the ERIT entitles the employee to have.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20 Add...	21 Add... M.L. King Jr. Holiday	22 Add... Work Hrs. 6.0 ERIT 2	23 Add...	24 Add...	25 Add...	26 Add...
27 Add...	28 Add...	29 Add...	30 Add...	31 Add...	1 Add...	2 Add...

Leave Balances

Vacation	130.07
Sick	189.20
CompTime	0.13

Timesheet Totals'

Work Hrs.	6.00
ERIT	2.00
	8.00

Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

PPS: Earnings for this group of employees will be based on the hours entered into TRS less the ERT distribution. In order to ensure that a timesheet is created in TRS and a transaction for the reduction is created from PPS, the ERT must be set up with a separate appointment and distribution.

1. Create a separate appointment and distribution for ERT
2. The time code for the REG appointment should be Z. This will ensure that a timesheet is created in TRS.
3. The time code for the ERT appointment should be R. This will ensure that the reduction truncation is created automatically by PPS.

Example of REG appointment and distribution

```

Appt:20 TC:4723____ASSISTANT II           Grade:      Pgm/Typ:1/2
Begin Dt: 07/01/12 Ann/Hr Rt :   17.5600  %:1.00F/V: F      Rt   :H
End Dt   :                   Bas/Pd Ovr: 00/00  FLSA: NONEXEMPT Lv :A  Sched:BW
Dur      :I Indef  Dept Cd   :570500  TUC/AREP/ASHC: CX/C/   Time  :Z
SubL     :GN General Campus

Dis:21L/A/C/F/P/S 4 611220 DA 20300        1  UNEX:ENGR & INFO-SHAHMIR
Begin: 07/01/12 Dis %:1.0000 Rate/Amt: 17.5600 Step/OA: 2.0/ DOS:REG
End   :                   FTE:0.00 Dept Cd: 570500 PRQ:      DUC: WSP:
    
```

Example of ERT appointment and distribution

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Appt:30 TC:4723____ASSISTANT II           Grade:      Pgm/Typ:1/2
Begin Dt: 07/01/12 Ann/Hr Rt :   17.5600  %:1.00F/V: F      Rt   :H
End Dt   :                   Bas/Pd Ovr: 00/00  FLSA: NONEXEMPT Lv :A  Sched:BW
Dur      :I Indef  Dept Cd   :570500  TUC/AREP/ASHC: CX/C/   Time  :R
SubL     :GN General Campus

Dis:31 L/A/C/F/P/S 4 611220 DA 20300        1  UNEX:ENGR & INFO-SHAHMIR
Begin:07/01/12 Dis %:0.2500 Rate/Amt: 17.5600 Step/OA: 2.0/ DOS:ERT
End   :09/01/12 FTE:0.00 Dept Cd:570500 PRQ:      DUC: WSP:
    
```