

START 2008 Functional Instructions

Human Resources & Benefits
Information Systems Unit
Office of the President

June 9, 2008

Implementation of the START program is at the discretion of the individual campus. Consult your Chief Human Resources Officer to verify your campus participation.

I. Overview

With the current 2008 California State budget crisis the University is once again offering the Staff and Academic Reduction in Time (START) Program. This program allows an employee to reduce his/her working time from 10%-50% of full-time (or 2 bi-weekly periods for biweekly-paid employees) for a period of 1 to 12 months. In return, the employee receives full UCRP service credit and vacation and sick leave accrual at the pre-reduction rate. This program is effective from July 1, 2008 through June 30, 2010.

II. Eligibility

All full or part-time career non-probationary employees in all personnel programs, with the exception of academic appointees with faculty and student titles, and Postdoctoral Scholars, are eligible to participate in START. Participation of exclusively represented employees is dependent upon union approval. Participants cannot reduce their percentage below 50% of full time, and participation is subject to departmental approval. A START contract specifying the reduced percentage of time and the begin and end dates of the contract must be signed by both the employee and the department head.

Technically, the START program for 2008 contains the same features as were made available in 2003.

III. Procedures

Campuses may establish local procedures based on campus participation in START and local operational needs. The following procedures are generic in nature and are designed to provide guidance for local processes.

Form Processing

Employees request participation in START by completing the START Contract, available online at http://atyourservice.ucop.edu/forms_pubs/index.html. Employees submit the form to their department for approval and processing; department administrators then enter the START data into the Payroll/Personnel System (PPS).

Copies of the START Contract (U270) should be sent to Human Resources or Academic Personnel Office, to Retirement Administration at the Office of the President and to the employee. An employee may also request changes to his/her START participation during the contract period (to end participation or to change the percentage) by completing the Contract Amendment form (U271). The office of record for these forms will be determined in accordance with local procedures.

Disability Benefits

In the event that a START participant files a disability claim, the insurance plan carrier will base benefit payments of the employee's verified pre-START salary. Payroll administrators may need to provide salary data during this verification process. For fixed time employees, administrators should provide the salary for the month prior to the START begin date. For variable time employees, administrators should calculate the average salary of the three months prior to the START begin date.

IV. Payroll/Personnel System Processing

Existing START functionality in PPS has been modified to reflect the new begin date (July 1, 2008) and end date (June 30, 2010) for the program. PPS Release 1821 (<http://www.ucop.edu/payroll/REL2008/R1821/>)

contains information concerning these recent changes. Otherwise, the process functions as previously documented with Release 1482, which can be found at: <http://www.ucop.edu/payroll/REL1482/R1482>.

Basically, three data elements at the employee level reflect START participation, and are used to record the begin and end dates and the percentage by which the employee is reducing his/her time. Additionally, at the appointment/distribution level, new distribution line(s) record the START period and the reduction amount of participation. Special Description of Service codes are to be used to identify START participation, and will reduce pay 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 Data Entry/Update screen: employee-level data elements
- EAPP – Appointment Distribution Entry/Update screen: data to establish the START distribution

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

- IAPP – Appointment/Distribution EDB Inquiry screen: employee-level data elements and START distribution data
- EDB Web Inquiry ‘Employment’ page: employee level data elements (for campuses utilizing Web EDB Inquiry); ‘Appointment and Distribution’ page: START distribution entries
- IBA1 – History Inquiry, Basic Employment Data 1: employee-level data elements

In order to establish the START information in PPS, two steps are required:

- Input of the employee level START data elements on the ELVE screen:
 - Start Percentage
 - START Begin Date
 - START End Date

And,

- Establishment of the START distribution record(s) on EAPP to effect the actual salary reduction. For the purposes of START, administrators should use Action Code 43 (“Change in Pay Rate – Other”). Three special Description of Service (DOS) codes have been set up in PPS for START:
 - RTP – for ‘Regular’ and equivalent time
 - RTS – for shift differential
 - RTB – for stipends

It is suggested that campuses may want to create a screen bundle specifically for START PPS processing to ensure that all START-related data are entered as part of the same transaction.

Payroll/Personnel System Entry/Update of START Data

The following examples show how START data is entered into PPS:

Example 1 – Employee is 100% paid from 19900 funds. Employee elects START participation at 20% from 07/01/08 through 06/30/09. Distribution line 12 is added to the employee record, with Action Code 43 “Change in Rate-Other”. The Distribution % = .2000 and DOS = RTP. Note that the FTE% (for staffing) was not copied over to distribution 12; campuses should determine whether or not this is appropriate for their local practices.

Enter the campus-defined START bundle function to access the ELVE screen to enter the employee level START data.

PPELVE0-E1482	EDB Entry/Update	06/11/08 17:12:09
06/06/08 15:04:18	Leave of Absence Data	Userid: PAYCMP0
ID: 333333039 Name: AARDVARK, FRANCIS	Emp Stat: A	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	12-Exit

1. START Reduction Percentage: Allowable values are whole numbers from 10 to 50 (e.g., 18,20,50)
2. START Begin Date: entered in MMDDYY format, e.g., 070108. Field is edited to ensure that the end date is not earlier than the beginning of the START program: July 1, 2008
3. START End Date: entered in MMDDYY format, e.g., 06/30/09. Field is edited to ensure that the end date is not later than the end date of the START program, which is June 30, 2010.

When entry on ELVE is complete, proceed to EAPP to establish the START distribution lines data. The enterable fields on this screen have 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 (as described above) to implement the START reduction for an employee. This distribution will mirror the 'REG' distribution except that the percent time will reflect the START percentage and the distribution will use the special START DOS of RTP. The PPS will treat the 'RTP' as a negative adjustment in the compute process to reduce the employee pay by this amount. UCRS 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 line 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(s). The START Description of Service (DOS) code 'RTP' is the special DOS developed to reduce 'REG' in the payroll compute process.

```

PPEAPP0-E1595          EDB Entry/Update          06/11/08 17:19:44
06/11/08 17:16:22      Appointments/Distributions      Userid:  PAYCMP0
ID: 333333039 Name: AARDVARK, FRANCIS      Emp Stat:  A      Pri Pay:  MO
      PAF Gen No:      1      Page 1 of 1
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA SubL
 10      1      2      010102      999999  I 804918 0  MD
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
4672 CLERK, SR/SECRETARY                1.00  F  36000.00  A MO  E  A

Dist  Actions L Acct  CC  Fund PC  S      FTE  Dis %
 11      3 404918  19900  1  CHANCELLOR'S OFFICE  1.00 1.0000
      Pay Begin  Pay End  Step O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      010102      999999      3000.00      REG

Dist  Actions L Acct  CC  Fund PC  S      FTE  Dis %
 12  43  3 404918  19900  1  CHANCELLOR'S OFFICE  0.2000
      Pay Begin  Pay End  Step O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      070108      063009      3000.00      RTP

Next Func:      ID:      Name:      SSN:
U0001  Input accepted
===>
F:  1-Help      2-Cancel      4-Print      5-Update
F:      9-Jump

```

1. If a '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 Date value entered for the 'RTP' distribution entry cannot be later than the START end date entered on the ELVE screen.

```

PPIAPP0-I1821          EDB Inquiry          06/11/08 17:20:50
06/11/08 17:20:34      Appointment/Distribution      Userid:  PAYCMP0
ID: 333333039 Name: AARDVARK, FRANCIS
Hm Dept: 804918 CHAN OFFICE      Emplmt Status: A Pri Pay: MO
Gen No : 0001      Total Appt/Dis: 01/02 Remaining Appt/Dis: 00/00
LOA:      -      Type:  START: 20% 07/01/08-06/30/09  SLCG:
Appt: 10 TC: 4672 CLERK, SR/SECRETARY      Grade:      Pgm/Typ: 1/2
      Begin Dt: 01/01/02 Ann/Hr Rt : 36000.00  %: 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  : 804918      TUC/AREP/ASHC: CX/C/      Time : E
      SubL   : MD Medical Center

Dis: 11 L/A/C/F/P/S  3 404918  19900  1  CHANCELLOR'S OFFICE
      Begin: 01/01/02 Dis %: 1.0000 Rate/Amt: 3000.00 Step/OA:      DOS: REG
      End  : 99/99/99 FTE: 1.00 Dept Cd: 804918 PRQ:      DUC:  WSP:

Dis: 12 L/A/C/F/P/S  3 404918  19900  1  CHANCELLOR'S OFFICE
      Begin: 07/01/08 Dis %: 0.2000 Rate/Amt: 3000.00 Step/OA:      DOS: RTP
      End  : 06/30/09 FTE: 0.00 Dept Cd: 804918 PRQ:      DUC:  WSP:

Next Func:      ID:      Name:      SSN:
===>
F:  1-Help      2-Browse      3-PrevMenu  4-Print
F:      9-MainMenu      12-Exit

```

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 and then the distribution line is established on EAPP as shown below:

```

PPIAPP0-I1821                EDB Inquiry                06/12/08 17:54:09
06/12/08 17:54:05            Appointment/Distribution        Userid:  PAYCMP0
ID: 707111000 Name: OOPS, CAROLYN
Hm Dept: 827701 HOSP EDUC      Emplmt Status: A Pri Pay: MO      Page  1 of  2
Gen No : 0001                  Total Appt/Dis: 01/04 Remaining Appt/Dis: 00/02
LOA: -                          Type:  START: 10% 07/01/08-12/31/08  SLCG:
Appt: 10 TC: 6107 ART MODEL      Grade:                          Pgm/Typ: 1/1
  Begin Dt: 01/01/08 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  : 827701      TUC/AREP/ASHC: TX/C/   Time : E
  SubL    : GN General Campus

Dis: 11 L/A/C/F/P/S   3 427701      19900      1      HOSPITAL EDUCATION
  Begin: 01/01/08 Dis %: 1.0000 Rate/Amt: 5000.00 Step/OA:          DOS: REG
  End  : 99/99/99 FTE: 1.00 Dept Cd: 827701 PRQ:          DUC:   WSP:

Dis: 12 L/A/C/F/P/S   3 427701      19900      1      HOSPITAL EDUCATION
  Begin: 01/01/08 Dis %: 1.0000 Rate/Amt: 300.00 Step/OA:          DOS: SDF
  End  : 99/99/99 FTE: 1.00 Dept Cd: 827701 PRQ:          DUC:   WSP:
Next Func:      ID:          Name:          SSN:

====>
F:  1-Help      2-Browse      3-PrevMenu  4-Print
F:  8-Forward   9-MainMenu    12-Exit

```

```

PPIAPP0-I1821                EDB Inquiry                06/12/08 17:55:03
06/12/08 17:54:05            Appointment/Distribution        Userid:  PAYCMP0
ID: 707111000 Name: OOPS, CAROLYN
Hm Dept: 827701 HOSP EDUC      Emplmt Status: A Pri Pay: MO      Page  2 of  2
Gen No : 0001                  Total Appt/Dis: 01/04 Remaining Appt/Dis: 00/00
LOA: -                          Type:  START: 10% 07/01/08-12/31/08  SLCG:
Appt: 10 TC: 6107 ART MODEL      Grade:                          Pgm/Typ: 1/1
  Begin Dt: 01/01/08 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  : 827701      TUC/AREP/ASHC: TX/C/   Time : E
  SubL    : GN General Campus

Dis: 13 L/A/C/F/P/S   3 427701      19900      1      HOSPITAL EDUCATION
  Begin: 07/01/08 Dis %: 0.1000 Rate/Amt: 5000.00 Step/OA:          DOS: RTP
  End  : 12/31/08 FTE: 0.00 Dept Cd: 827701 PRQ:          DUC:   WSP:

Dis: 14 L/A/C/F/P/S   3 427701      19900      1      HOSPITAL EDUCATION
  Begin: 07/01/08 Dis %: 0.1000 Rate/Amt: 300.00 Step/OA:          DOS: RTS
  End  : 12/31/08 FTE: 0.00 Dept Cd: 827701 PRQ:          DUC:   WSP:
Next Func:      ID:          Name:          SSN:

====>
F:  1-Help      2-Browse      3-PrevMenu  4-Print
F:  7-Backward  9-MainMenu    12-Exit

```

Campuses that utilize the EDB Web Inquiry can view the results on the 'Employment' and the 'Appointment and Distribution Information' pages shown below:

Payroll /Personnel System Userid: PAYCMP0 Date: 06/12/08 Time: 11:31:36
 CAMPUS NAME Name: AARDVARK, FRANCIS SSN: 333-33-3039 ID: 333333039
 Home Dept: CHAN OFFICE Status: Active Pay Sched: Monthly

[Main Menu](#) [Logout](#)

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

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

Senior Leadership Compensation
 SLCG Grade: SLCG Effective Date: 01/01/0001

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:

Select Employee Name: SSN: ID:

Payroll /Personnel System Userid: PAYCMP0 Date: 06/12/08 Time: 12:25:15
 CAMPUS NAME Name: AARDVARK, FRANCIS SSN: 333-33-3039 ID: 333333039
 Home Dept: CHAN OFFICE Status: Active Pay Sched: Monthly

[Main Menu](#) [Logout](#)

Appointment 10
 4672 - CLERK, SR/SECRETARY 804918 CHANCELLORS OFFICE

Begin Date	End Date	Pers Prg	Type	Grade	Rate	% Time	F/V
01/01/02	99/99/99	1	2		36,000.00	1.00	F

Appointment/Distribution Detail
 Appointment 10 - CLERK, SR/SECRETARY Department 804918 CHANCELLORS OFFICE

Title Code:	4672	Ann/Hr. Rate:	36,000.00	Grade:	
Begin Date:	01/01/02	Rate Code:	A - Annual	Program/Type:	1 - Prof/Staff/2 - Career
End Date:	99/99/99	Basis/Paid Code:	00/00	Leave Accrual:	A - 15 days vacation/12 days sick
Duration:	1 - Indefinite	% Time:	1.00	Pay Schedule:	MO - Monthly current
TUC:	CX	Fixed/Variable:	F - Fixed	Time Code:	E - Exception
Rep Code:	C - Covered	FLSA:	0 - Nonexempt	Sub-Location:	MD - Medical Center

Dist #	Full Accounting Unit	Begin Date	End Date	%	FTE	Rate	DOS	Step	O/A	PRQ	DUC	WSP
11	CHANCELLOR'S OFFICE 3 404918 19900 1	01/01/02	99/99/99	1.0000	1.00	3,000.00	REG					
12	CHANCELLOR'S OFFICE 3 404918 19900 1	07/01/08	06/30/09	0.2000	0.00	3,000.00	RTP					

[Return to top of page](#)

Select Employee Name: SSN: ID:

V. Time Reporting

Example 1: Positive Time Employees with START

- **Monthly-rated** (Marcus Absent #000050020), with 20% START reduction

The total percent 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 is then entered on the 'RTP' pay line. The PPS payroll compute process will use the 'RTP' entry to reduce the 'REG' entry for the total hours and dollars, but the 'REG' entry will generate the correct UCRS Service Credit as well as the vacation and sick leave accrual at the unreduced time equivalent.

- **Hourly-Rated** (Jimmy Ace #444000123), with 20% START reduction

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. 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 the total hours and dollars, but the 'REG' entry will generate the correct UCRS Service Credit as well as the vacation and sick leave accrual at the unreduced time equivalent.

PPEDHC0-E1595	Dept. Time Reporting	06/12/08 12:54:52
	Time Input Roster	UserID: PAYCMP0
Pay End: 07/31/08	Check Date: 08/01/08	Pay Cycle: MO
HOME DEPARTMENT CODE: 804918		Page 1 of 12
OK? Emp.Name Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub		Rt/Amt A/H WSP
Y ABSENT, MA 000050020 11 7274 3 404918 19900		1 03000.00 A
Reg. Time (POSITIVE) DOS: REG	Total Time: 1.0000	H/%: % Prorate:
Overtime/Leave Time DOS:	Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
Y ABSENT, MA 000050020 12 7274 3 404918 19900		1 03000.00 A
Reg. Time (POSITIVE) DOS: RTP	Total Time: 0.2000	H/%: % Prorate:
Overtime/Leave Time DOS:	Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
Y ACE, JIMMY 444000123 11 4672 3 404918 19900		1 017.0000 H
Reg. Time (POSITIVE) DOS: REG	Total Time: 184.00	H/%: H Prorate:
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
F: 8-Forward	9-Jump	5-Update
		12-Exit

```

PPEDHC0-E1595                Dept. Time Reporting                06/12/08 12:55:56
                                Time Input Roster                UserID:  PAYCMP0
Pay End: 03/31/08 Check Date: 04/01/08 Pay Cycle: MO                Page    2 of 12
HOME DEPARTMENT CODE: 804918
OK? Emp.Name  Emp.ID    Dst    TC Loc/Acct/CC/Fund/PC/Sub    Rt/Amt  A/H WSP
    ACE, JIMMY 444000123 12    4672 3 404918                19900    1 017.0000  H
Reg. Time (POSITIVE) DOS: RTP Total Time: 36.80 H/%: % Prorate:
Overtime/Leave Time  DOS:    Time (Hrs):                DOS:    Time (Hrs):
                                DOS:    Time (Hrs):                DOS:    Time (Hrs):
    ATTRICK, J 000050004 12    4672 3 404918                19900    1 017.0000  H
Reg. Time (EXCEPTION) DOS: REG Total Time: 184.00 H/%: H Prorate:
Overtime/Leave Time  DOS:    Time (Hrs):                DOS:    Time (Hrs):
                                DOS:    Time (Hrs):                DOS:    Time (Hrs):
    ATTRICK, J 000050004 13    4672 3 404918                19900    1 000.2500  H
Reg. Time (EXCEPTION) DOS: REG Total Time: 1.0000 H/%: H Prorate:
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 2: Positive Time Employee with START and Shift Differential

This example is similar to Example 1 except that it includes Shift Differential. Note that for positive time reporting, shift differential should be reported under the normal shift differential DOS as well as the START shift differential offset 'RTS'. However, for any exception time employee with an 'SDF' distribution, a corresponding 'RTS' distribution entry should be added via the EAPP screen.

```

PPEDHC0-E1595                Dept. Time Reporting                06/12/08 12:59:30
                                Time Input Roster                UserID:  PAYCMP0
Pay End: 03/31/08 Check Date: 04/01/08 Pay Cycle: MO                Page    8 of 12
HOME DEPARTMENT CODE: 804918
OK? Emp.Name  Emp.ID    Dst    TC Loc/Acct/CC/Fund/PC/Sub    Rt/Amt  A/H WSP
    MULE,RHODA 000050015 11    7274 3 404918                19900    1 017.0000  H
Reg. Time (EXCEPTION) DOS: REG Total Time: 184.00 H/%: H Prorate:
Overtime/Leave Time  DOS:    Time (Hrs):                DOS:    Time (Hrs):
                                DOS:    Time (Hrs):                DOS:    Time (Hrs):
    MULE,RHODA 000050015 12    7274 3 404918                66900    1 017.0000  H
Reg. Time (EXCEPTION) DOS: RTP Total Time: 36.80 H/%: H Prorate:
Overtime/Leave Time  DOS:    Time (Hrs):                DOS:    Time (Hrs):
                                DOS:    Time (Hrs):                DOS:    Time (Hrs):
    MULE,RHODA 000050015 13    7274 3 404918                19900    1 017.0000  H
Reg. Time (EXCEPTION) DOS: SDF Total Time: 184.00 H/%: H Prorate:
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

```

PPEDHC0-E1595 Dept. Time Reporting 06/12/08 12:59:30
 Time Input Roster UserID: PAYCMP0
 Pay End: 03/31/08 Check Date: 04/01/08 Pay Cycle: MO Page 9 of 12
 HOME DEPARTMENT CODE: 804918

OK?	Emp.Name	Emp.ID	Dst	TC	Loc	Acct	CC	Fund	PC	Sub	Rt	Amt	A/H	WSP
	MULE,RHODA	000050015	14	7274	3	404918				19900	1	017.0000	H	
	Reg. Time (EXCEPTION) DOS: RTS		Total Time: 36.80		H/%: H		Prorate:							
	Overtime/Leave Time DOS:		Time (Hrs):		DOS:		Time (Hrs):							
			Time (Hrs):		DOS:		Time (Hrs):							
	MULL,LARRY	000050016	11	7274	3	404918				66900	1	017.0000	H	
	Reg. Time (EXCEPTION) DOS: REG		Total Time: 184.00		H/%: H		Prorate:							
	Overtime/Leave Time DOS:		Time (Hrs):		DOS:		Time (Hrs):							
			Time (Hrs):		DOS:		Time (Hrs):							
	MULL,LARRY	000050016	12	7274	3	404918				19900	1	017.0000	H	
	Reg. Time (EXCEPTION) DOS: RTP		Total Time: 36.80		H/%: H		Prorate:							
	Overtime/Leave Time DOS:		Time (Hrs):		DOS:		Time (Hrs):							
			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 accumulation (Hours on Pay Status YTD, Reg Hours YTD, Hours Toward Benefits Eligibility, and Hours Toward Career Status Eligibility).

Check Stub and Direct Deposit Statements

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

VII. Interface Files

CPS

The three START data elements are included in the monthly CPS Interface file. In addition, 'RTP' entries passed will reflect the CPS FCP DOS of 'RT', 'RTS' entries will be passed as 'RS', and 'RTB' entries will be passed as 'RP'.

UCRS

START data will be sent via the UCRS interface files. The three START data elements are included in the PPI740 UCRS Interface file. On the service credit segment of the PPI7340 file, 'RTP' distribution entries will display a Budget Initiative Flag of 'TR' (time reduction).

VIII. Reporting

Two reports on START participation are available – PPP6951 and PPP6952. These reports will be produced on request from PPS program PPP695. Both reports contain the same information, but one is sorted by employee name while the other is sorted by employee name within Home Department.

The reports display the following data:

- Employee Name
- Employee ID
- Home Department Code 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 Distribution Number(s)
- RTP/RTS Distribution Begin and End Dates
- RTP/RTS Distribution Percent(s)
- RTP/RTS 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 (*). (Note that in these cases, these distributions are not included in the salary savings calculations.) Distribution lines for RTS shift differential reductions are displayed with two asterisks (**).

Please note that at the conclusion of the previous START program in 2006, campuses may not have removed the employee-level START data from employee records. Because the participation reports will include anyone with non-blank employee-level START data, it is advisable for locations to clear these fields prior to installing Release 1821.