UC/CUE Agreement on Temporary Layoffs/Salary Reduction for CUE Employees ("The Agreement")
On December 4, 2009, UC and CUE reached an agreement on the effects of Temporary Layoffs of CUE Employees in response to the recent cuts in state funding. This presentation will refer to this agreement as “the Agreement”.
STAFF POLICIES
What Employees are Affected by the Agreement?

- All represented CUE (CX) employees: Career, limited, floater, and partial year career appointments, full-time and part-time.
Which CUE Employees are Exempt from the Agreement?

• CUE Employees on START (CUE Employees on START are excluded from the Agreement if their duration on START in combination with their percentage of START reduction results in cost savings equivalent to or greater than that achieved by the Agreement)

• CUE Employees paid 100% off Contracts and Grants

• Medical Center employees

• CUE Employees in departments that have been exempted from Participation in the Furlough Plan by UCLA Campus Leadership
Which CUE Employees are Exempt from the Agreement?

- All student employees, including work study
- All H-1B, H-2, H-3 and E3 visa holders
- All without salary (WOS) appointments
Terms of the Agreement

For CUE employees covered by the Agreement, the terms are as follows:

• Employees who do not “opt out” of the salary reduction will have their pay reduced for 12 consecutive months beginning 02/01/10.

• Employees will also receive a corresponding number of Temporary Layoff Days (paid days off).

• The amount of the pay reduction and the number of temporary layoff days will be determined by the employee’s salary band.
<table>
<thead>
<tr>
<th>Salary Band</th>
<th>MCB</th>
<th>Hourly Accrual Rate</th>
<th>Temporary Layoff Days</th>
<th>Total Equivalent Salary Reduction (Approximate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 - 40</td>
<td>0.042308</td>
<td>11</td>
<td>4%</td>
</tr>
<tr>
<td>2</td>
<td>41-50</td>
<td>0.050000</td>
<td>13</td>
<td>5%</td>
</tr>
<tr>
<td>3</td>
<td>&gt;50</td>
<td>0.061538</td>
<td>16</td>
<td>6%</td>
</tr>
</tbody>
</table>
Employees who “Opted Out” of the 12-Month Salary Reduction

Employees who are covered by the agreement were given the opportunity to “opt out” of the 12-month salary reduction. Employees who opted out, instead of having their pay reduced evenly over 12 months, will have their pay reduced only in the pay periods that they actually take their days of Temporary Layoff.

- Employees who did “opt out”:
  - Will have their pay reduced only in those pay periods when they actually took their temporary layoff days
  - Will not accrue sick and vacation leave during their days of temporary layoff
  - Will be processed as on leave without pay status for the period of the temporary layoff days
Employees who did not “Opt Out”:

- Will have their pay reduced evenly over 12 consecutive months
- Will continue to accrue sick and vacation leave at their pre-reduction rate
- Will be considered to be on pay status while on the temporary layoff days
- EDB distributions and temporary layoff days usage are processed similar to the Furlough/Salary Reduction plan.
Temporary Layoffs Prior to the CUE Agreement

If a CUE Employee received a notice of Temporary Layoff in fiscal year 2009-2010 in response to the recent cuts in state funding, and if they have already taken those days of temporary layoff prior to the circulation of the December 4, 2009 Agreement, the employee will be credited for those days already taken, and the salary reduction for that person will be correspondingly reduced.
Example:
A CUE Employee making $46,000 will be in a salary band corresponding to a 5% pay reduction and 13 TLO days. If that employee already took 5 days of temporary layoff in November, 2009, the 5% reduction must be reduced to account for the fact that they already were without pay for five days. In this example the salary reduction would be reduced to approximately 3.1% and the employee would be entitled to only 8 additional TLO days.

EDB Preparers should contact Daniel Gray in Labor Relations at ext. 40869, for assistance on how to calculate the amount of the reduction in salary for employees who were temporarily laid off prior to the Agreement.
Part time CUE Employees are covered by the Agreement. Their salary will be reduced by the amount indicated by their salary band assuming a full-time salary. The number of days of TLO they will receive will be proportional to their % employment.
Extramural Funds Exclusion

Compensation 100% funded from extramural Contracts and Grants funds is excluded from the Plan

Split Funding Treatment

• The portion of salaries partially funded from extramural funds is excluded from the Plan
• The portion of salary that is not funded from extramural funds will be reduced. Employee will receive the corresponding proportional share of temporary layoff days/hours.
Extramural Split Funds Example

Sandy Jones annual salary is $51,000:
- $31,000 (60%) is funded from General Funds
- $20,000 (40%) from extramural funds.

- She is in Salary Band 3 based on her full-time salary rate as of January 1, 2009 which has a 6% reduction rate and allotted 16 days.
- She would accrue 9.6 furlough days during the year (60% of 16 days), and
- Effective February 1, her salary would be reduced by $1,860 (6% of $31,000) over 12 months.
The Agreement Impact on Benefits

Employees who opt to have their salaries reduced by an equal amount in each pay period will…

- Retain vacation and sick leave accruals
- Have disability and life insurance calculations based on pre-reduction salary
- Be considered to be on pay status while on the temporary layoff days
Employees who opt to take the full salary reduction only in the pay periods in which they take temporary layoff days will…

- not be on pay status while on temporary layoff days
- not accrue sick leave and vacation while on temporary layoff days
- Be processed as on leave without pay status for the period of the temporary layoff days.
The Agreement Impact on UCRP

• CUE employees subject to the Agreement will have their UCRP calculation slightly impacted due to the reduction in pay.
The START program has been modified to…

• permit employees to take START reductions to as low as 4%.
• allow probationary employees to go on START.
• *extend the START period to December 31, 2010.

*The Personnel Payroll System (PPS) will be updated to accept this modification to the START program at a later date.
More About START

CUE Employees on START are not covered by the Agreement provided that their percentage participation in START and their duration enrollment in START results in cost savings equivalent to or greater than those achieved by the Agreement.

- If a CUE Employee’s participation in START was not long enough or at a sufficient percentage to result in the required savings, the employee will be covered by the Agreement, but only for a duration that is sufficient to equal a total cost savings equivalent to what is contemplated for their salary band by the Agreement.
Example of START Employee

Example:
A CUE Employee earning $46,000 is in the 5% salary reduction band and would receive 13 days of TLO. If this employee was enrolled in START at 5% from August 2009 through November 2009, they will receive credit for those four months of reduction, and they will only be covered by the Agreement for an additional 8 months at a 5% reduction. This employee would be given only 9 days of TLO.

EDB Preparers should contact Campus Human Resources (CHR) at ext. 43147 for assistance with employees who were on the START Program prior to the CUE Agreement!
Payment Types Excluded from the CUE Agreement

- Pay associated with Extramural Funds
- Overtime payments,
- Shift or other differential pay,
- Consulting fees or payments in lieu of private practice,
- General assistance "by-agreement" payments,
- Any remuneration received which is in excess of 100% of full-time equivalent of your regular and normal position, (i.e., dual employment)
- Perquisites and any bonuses or other special compensation
- Workers comp supplemental payments
New Hire Employees affected by the Plan:
• Should be set up at their approved permanent rate.
• An additional distribution corresponding to the reduction required by the Agreement should be set up at the same time.
How are salary increases handled during the reduction period?

(i.e., merit increases, promotions, reclassifications, equities, etc.)

• The employee’s pre-reduced salary will be maintained in the payroll system
• The increase would apply to the pre-reduced salary
• The increased salary would be reduced by the applicable rate (based on the January 1, 2009 rate (or the hire date, if later))

NOTE: The number of temporary layoff days and the corresponding percent pay reduction will not be adjusted due to salary changes.
Example of Rate Increase

Example:

Warren Peace’s monthly salary is $3250.00 and his Cur ContBase is 039 on salary band 1 at 4%.

On 03/01/10, Warren receives a rate increase to $3750.00 per month. His new annual salary is $45,000.00. The EDB preparer should establish a new SRB distribution for 4% on his new rate 3750.00.

Note the salary band percent does not change!
The Agreement DOS Codes

• The DOS code to report the reduction in salary is: SRB

• The DOS code to report usage of temporary layoff days is: FUT

• The DOS code to report or adjust accruals for temporary layoff days is: FUA
• CUE employees were permitted to use their Temporary Layoff days to cover the December 2009 campus closure days.

• Temporary Layoff days can be used/recorded:
  • ¼ hour increments

• Employees may use Temporary Layoff days in advance of their accruals.

• All unused temporary layoff days will expire on December 31, 2010, or upon separation from employment, whichever occurs first. **No pay out for temporary layoff days.**
Comparing the Agreement to the Furlough/Salary Reduction Plan

**CUE Agreement**
- All temporary layoff days must be used by 12/31/10
- Has its own Salary Band
- Slight impact on UCRP benefits
- Must use CUR ContBase in IINS to determine salary band

**Furlough/Salary Reduction Plan (FSR)**
- All furlough days must be used by 08/31/10
- Has its own Salary Band
- No impact on UCRP benefits
- Initially used Nxt ContBase in IINS to determine salary band

**Note:** EDB Preparers must use CUR ContBase (2009) rates when determining the salary band for employees subject to the CUE Agreement and the FSR Plan!
IMPLEMENTATION
<table>
<thead>
<tr>
<th>Action</th>
<th>Bi – weekly Employees Payday 03/03/10</th>
<th>Monthly Employees Payday 03/01/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affected employee’s EDB record updated by AIS</td>
<td>02/08/10</td>
<td>02/08/10</td>
</tr>
<tr>
<td>Departmental Preparers should review EDB screens (IAPP/IAPT) for reduction distributions</td>
<td>02/09/10 – 02/25/10</td>
<td>02/09/10 – 02/22/10</td>
</tr>
<tr>
<td>PTR Preparers can review Time Input Roster</td>
<td>02/09/10 – 02/24/10</td>
<td>02/09/10 – 02/19/10</td>
</tr>
<tr>
<td>Last Day to update EDB and have change/update appear on the Roster</td>
<td>02/23/10</td>
<td>02/18/10</td>
</tr>
<tr>
<td>Last Date to Enter Time on the Roster</td>
<td>02/24/10</td>
<td>02/19/10</td>
</tr>
<tr>
<td>Pay Compute (very last day to update EDB and pay employee)</td>
<td>02/25/10</td>
<td>02/22/10</td>
</tr>
</tbody>
</table>
The CUE Agreement Periods

The Office of the President has designated the following pay period end dates for the CUE Agreement periods:

**Monthly Employees:**
- Begins on 02/01/10 and ends on 01/31/11

**Bi-weekly Employees:**
- Begins on 02/07/10 and ends on 02/05/11.
Payroll Personnel System Modifications

Program to be installed 02/08/2010

• Add salary reduction distributions to EDB by
  • Identifying CX employees subject to the salary reduction program
  • Identifying distributions subject to the reduction
  • Determining appropriate reduction amount
  • Establish distributions for CX employees who meet the Agreement requirements.
Initial Clean-up: Manual Updates

After the initial implementation, departmental preparers will have to manually update the following types of employee distributions:

- Delete the SRB distributions for employees who opted to have their pay reduced only in those months in which their temporary layoff days occur.
- Delete the SRB distributions for employees who have meet the salary savings thru START.
- Delete the SRB distributions for employees whose department has been exempted from participation in the Furlough Plan by UCLA Campus Leadership.
Example of what it should look like!

PPIAPP0-I1821  EDB Inquiry  02/05/10 11:10:43
02/05/10 11:10:38  Appointment/Distribution  Userid: PPFSC
ID: 303509876  Name: LAYOFF,TEMPEST  LAD: 01/26/10
Hm Dept: 352500 PAYROLL  Emplmt Status: A Pri Pay: BW
Gen No: 0009  Total Appt/Dis: 01/02 Remaining Appt/Dis: 00/00
LOA:  -  Type: START:  SLCG:
Appt: 10 TC: 4673 CLERK  Grade:  Pgm/Typ: 1/3
Begin Dt: 09/21/09 Ann/Hr Rt: 14.2900 %: 0.40 F/V: V  Rt: H
End Dt: 06/30/10 Bas/Pd Ovr: 00/00  FLSA: NONEXEMPT  Lv: F  Sched: BW
Dur:  352500  TUC/AREP/ASHC: CX/C/  Time: Z
SubL: GN General Campus

Regular Earnings Salary Reduction Distribution

2 FINANCE-PAYROLL
Begin: 09/21/09 Dis %: 0.4000 Rate/Am: 14.2900 Step/OA: DOS: REG
End: 06/30/10 FTE: 0.00 Dept Cd: 352500 PRQ: DUC: WSP:

Dis: 12 L/A/C/F/P/S 4 660525 19900 2 FINANCE-PAYROLL
Begin: 02/01/10 Dis %: 0.0160 Rate/Am: 14.2900 Step/OA: DOS: SRB
End: 06/30/10 FTE: 0.00 Dept Cd: 352500 PRQ: DUC: WSP:

Next Func.  ID.  Name.  SSN.
EDB UPDATE PROCESS

Steps and Examples
How is the Salary Reduction Rate Determined?

The salary reduction program uses a tiered approach consistent with the methodology used to determine the salary bands for employee medical contributions - aka MCB.

An employee's MCB (the January 1, 2009 full-time salary rate (or the hire date, if later)) will be used to determine the amount of the percentage rate of reduction.
To determine the employee's salary band and salary reduction percentage:

1. Go to the IINS screen. View the Cur/Nxt ContBase field. These two rates are the employee's Medical Contribution Base (MCB) amounts. For the CUE Agreement, EDB Preparers must use the Cur ContBase rate.

2. Using the Cur ContBase (MCB) rate, compare the rate to the Salary Band Chart to determine the employee’s salary reduction percentage.

Example:
An employee's IINS screen Cur/Nxt Contbase (MCB) indicates 038/042. The EDB Preparer would reduce the employee's salary by 4% (0 - 40,000) based upon the 038 (Cur ContBase rate).
To determine the employee’s Salary Band, view the IINS for the MCB salary.

### CUE Agreement Salary Bands

<table>
<thead>
<tr>
<th>Salary Band</th>
<th>MCB</th>
<th>Hourly Accrual Rate</th>
<th>Temporary Layoff Days</th>
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<tbody>
<tr>
<td>1</td>
<td>0 - 40</td>
<td>0.042308</td>
<td>11</td>
<td>4%</td>
</tr>
<tr>
<td>2</td>
<td>41-50</td>
<td>0.050000</td>
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<td>5%</td>
</tr>
<tr>
<td>3</td>
<td>&gt;50</td>
<td>0.061538</td>
<td>16</td>
<td>6%</td>
</tr>
</tbody>
</table>

This rate changes on January 1st each year.
Manual Update of Distribution Data (EAPP)

• Preparers should not update the appointment to establish the salary reduction.
• Only the employee’s distribution(s) will be changed.
• It’s best to use the Copy (C) feature to copy the permanent salary information to the salary reduction line.
• Use Action code 43 (Change in Pay Rate) for the regular and stipend reduction lines.
Step 2: Enter the Salary Reduction Percent in EAPP

To reduce the Employee’s Earnings:
- Go to the EAPP screen. Copy new distribution line(s).
- Update the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Enter Personnel Action Code (43).</td>
</tr>
<tr>
<td>Dis%</td>
<td>Enter the salary reduction percent: (.0500)</td>
</tr>
<tr>
<td>Pay Begin and Pay End</td>
<td>Enter the start and end date of the agreement period: ex. 02/01/10 to 01/31/11</td>
</tr>
<tr>
<td>Rate/Amount</td>
<td>Do not change the employee’s rate.</td>
</tr>
<tr>
<td>DOS</td>
<td>Enter “SRB” for regular salary types (ex. REG/RGA, etc.).</td>
</tr>
</tbody>
</table>
### Example of MO Employee’s EAPP

**PPEAPP0-E1595**

**EDB Entry/Update:** 02/05/10 10:44:50

**02/05/10 10:44:39**

**Appointments/Distributions**

**Userid:** PPFSC

**ID:** 601565486  **Name:** AGREEMENT, JOHN  **Emp Stat:** A  **Pri Pay:** MO

**PAF Gen No.:** 58  **Page:** 1 of 1

**Appt:** 20  **Actions:** 1  **Pgm:** 2  **Typ:** 120107  **Bas Pd Ovr:** 999999  **Appt Begin:** I  **Appt End:** 352500  **Dur:** 0  **Dept:** GN

**Title:** ASSISTANT III  **Grade:** 1.00  **%Full:** F  **F/V:** 42504.00  **Ann/Hr Rate:** A  **Rt Sch Time Lv:** MO  **R:** C

### Regular Earnings Salary Reduction Distribution

<table>
<thead>
<tr>
<th>Dist</th>
<th>Actions L Acct</th>
<th>CC</th>
<th>Fund</th>
<th>PC</th>
<th>S</th>
<th>FTE</th>
<th>Dis %</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>4 660525</td>
<td>19900</td>
<td>1</td>
<td>FINANCE-PAYROLL</td>
<td>1.0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Begin: 120107</td>
<td>Pay End: 999999</td>
<td>Step: 3.0</td>
<td>Rate/Amount: 3542.00</td>
<td>REG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dist</th>
<th>Actions L Acct</th>
<th>CC</th>
<th>Fund</th>
<th>PC</th>
<th>S</th>
<th>FTE</th>
<th>Dis %</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>4 660525</td>
<td>19900</td>
<td>1</td>
<td>FINANCE-PAYROLL</td>
<td>0.0500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Begin: 020110</td>
<td>Pay End: 123110</td>
<td>Step: 3.0</td>
<td>Rate/Amount: 3542.00</td>
<td>SRB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Next Func:**  **ID:**  **Name:**  **SSN:**
Updating EDB for Employees who “Opted Out” of the Agreement

• Employees who “opted out” of the Agreement will not have their pay reduced over the 12 month period.
• Their pay will only be reduced in the period(s) that the employee has chosen to be “temporarily laid off”
• To record the temporary layoff period, use either the LOAB bundle or the ELVE screen.

Do not update the EAPP screen for employees who “opted out” of the Agreement!
Step 1: Update Leave of Absence Screen

To record the Temporary Layoff period:
- Go to the **ELVE** screen.
- Update the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of Absence Begin Date</td>
<td>Enter the begin date of the temporary layoff period.</td>
</tr>
<tr>
<td>Return</td>
<td>Enter the date the employee is scheduled to return from the temporary layoff.</td>
</tr>
<tr>
<td>Type</td>
<td><em>Enter Action Code (17 – Temporary Layoff)</em></td>
</tr>
</tbody>
</table>
Example of ELVE for “Opted Out” Employee

Example: Temple Layoff is a biweekly employee whose MCB per the IINS screen is 039/039. Temple has “opted out” of the Agreement. Temple has decided (with her supervisor’s approval) to take her temporary layoff days between March 1 and March 15 (11 days).

Her paycheck for paydays 03/17/10 and 03/31/10 will reflect the reduction in pay for the temporary layoff time.
REPORTING TIME – PTR PROCESS

Steps and Examples
Reporting the Salary Reduction

There are several methods available to report salary reduction:

- Time Input Roster
- EDAP
- EDLR

There are two transactions to record payment and the salary reduction:

1. The regular (permanent) transaction.
2. The salary reduction transaction.

Salary Reduction Time Format:
- for Bi-weekly employees reported in hours (3.00 hrs)
- for Monthly employees reported as percent of time (.0600)
Example of EDAP (Monthly Employee)

Preparers will need to retrieve two distribution lines: The regular earnings (REG/RGA) distribution and the salary reduction (SRB) distribution.

```
PPETAPO-E1576         Dept. Adj Trans                09/04/09 12:33:58
ID: 803535694  Name: DATA,EDE                 Userid: PPFSC
Emp Status: A
Pay End: 09/30/09  Check Date: 10/01/09  Pay Cycle: MO  Page 1 of 1

Seq: 00016  Per End: 093009  Pay Cyc: M  Dst: 31  E: E  T: 2  D:   TTL: 7243
LACFPS: 4 660525   19900   1 Rate: 03666.67  AH: A  Prorate:
DOS: REG Time: 1.0000  H%: % DOS: Hr: DOS: Hr: WSP:

Seq: 00017  Per End: 093009  Pay Cyc: M  Dst: 32  E: E  T: 2  D:   TTL: 7243
LACFPS: 4 660525   19900   1 Rate: 03666.67  AH: A  Prorate:
DOS SRB Time: 0.0500  H%: % DOS: Hr: DOS: Hr: WSP:
```
Example of EDLR (Bi-weekly Employee)

Preparers will need to retrieve two distribution lines: The regular earnings (REG/RGA) distribution and the salary reduction (SRB) distribution.

```
PPETLR0-E1576   Dept. Adj Trans  09/04/09 12:47:02
09/04/09 12:44:38 Late/Reduce Pay (EDLR)  Userid: PPFSC
ID: 703058749 Name: FURLOUGH,SUSIE  Emp Status: A
Pay End: 09/19/09 Check Date: 09/30/09 Pay Cycle: B1  Page 1 of 1
C
Seq: 00004 Tr: LX Per End: 091909 Pay Cy: B Dst: 54 E: E T: 2 D:  Ttl: 7646
LACFPS: 4 660525  19900  2 Rate: 023.9600 AH: H  Prorate:
DOS: REG Time: 080.00 H%: H DOS:  Hr:  DOS:  Hr:  WSP:

LACFPS: 4 660525  19900 ADMIN  2 Rate: 023.9600 AH: H  Prorate:
DOS: SRB Time: 004.80 H%: H DOS:  Hr:  DOS:  Hr:  WSP:
```
Processing Time/Hours that Vary less than 100%

PTR Preparers **must** calculate the time on pay status each pay period based upon the employee’s salary band percent, regardless of the EDB distribution(s) percent.

Preparers should not confuse the EDB distributions transactions (percent of appointment) with the PTR transactions (percent of time).

See next slide for examples!
**Example:** A biweekly employee has an appointment for $.6000. The employee’s salary band is 3 at 6%. The employee’s distributions are evenly split between FAU A and FAU B (see EDB example). The employee worked 56.00 hours this pay period (see PTR example).

**EDB Distributions:**
- FAU A: REG $.3000
- FAU B: REG $.3000
- FAU A: SRB $.0180 ($.3000 \times 6\%)
- FAU B: SRB $.0180 ($.3000 \times 6\%)

**The PTR transactions:**
- FAU A: REG 28.00 (56.00 \times 50\%)
- FAU B: REG 28.00 (56.00 \times 50\%)
- FAU A: SRB 1.68 (28.00 \times 6\%)
- FAU B: SRB 1.68 (28.00 \times 6\%)
Calculating Time for Variable Employees

- Employees on a variable time schedule are coded with a Fixed/Variable code of (V) in his/her appointment (IAPP/IAPT).
- These employees pay hours varies each pay period.
- As a result, PTR Preparers must calculate the salary reduction for each pay period.

IAPP/IAPT Screen: Fixed/Variable Field

<table>
<thead>
<tr>
<th>Appt: 30 TC: 7646 ADMIN. SPECIALIST</th>
<th>Grade:</th>
<th>Pgm/Typ: 1/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Dt: 08/01/09</td>
<td>Ann/Hr Rt: 18.5900</td>
<td>%: 0.49</td>
</tr>
<tr>
<td>End Dt: 12/31/09</td>
<td>Bas/Pd Ovr: 00/00</td>
<td>FLSA: NONEXEMPT</td>
</tr>
</tbody>
</table>
Steps to Record Variable Time

1. Obtain total hours to be paid (on pay status) from timesheet.
2. Determine the employee’s salary band and reduction percentage.
3. Determine the reduction hours to be entered on the Roster/EDAT screen:

   \[ \text{Total Hours per time sheet} \times \text{reduction percent} \]

4. Enter the total hours to be paid (REG) and the reduction time (SRB) on the Roster/EDAT screen.
Example of Variable Time Employee

An employee worked 60.00 hours in the current pay period. The employee’s MCB is $38,000. Based upon the CUE Agreement Salary Band Table, the employee’s reduction is 4%.

\[ 60.00 \times .0400 = 2.40 \text{ hours} \]
Excluded Payments

- Overtime
- Shift-differential
- Terminal vacation (TVP/TVM)
- Bonus payments
- Refer to Personnel Policies for other excluded payments/DOS codes.

Example: BW employee on salary band 3 (6%)

The employee worked 80 regular hours for the pay period, plus 10 hour of overtime premium (OTP). The employee’s regular hours would be reduced by 4.80 hrs (80.00 x 6%), but the overtime hours will be recorded as 10 OTP (no reduction applied).
Example of Reporting Temporary Layoff Time Used

Preparers can report the temporary layoff days taken on the:
• Time Input Roster
• EDAP screen
• EDLR screen
• Process is similar to reporting sick or vacation

**Example:** BW employee worked 65.50 hrs for the pay period and is on salary band 1 (4%). [SRB: 65.50 x .0400 = 2.62]. The employee also used 8.00 hrs of temporary layoff time for the period. Below is an example of reporting all time on the Roster:

Pay End: 10/03/09  Check Date: 10/14/09  Pay Cycle: B2  Page 9 of 2158

**HOME DEPARTMENT CODE:** 3525

**OK? Emp.Name Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub Rt/Amt A/H WSP**

**Y VARIABLE,TY 888000111**

<table>
<thead>
<tr>
<th>Reg. Time (POSITIVE)</th>
<th>DOS: REG</th>
<th>Total Time: 065.50</th>
<th>H/%: H Prorate:</th>
<th>Overtime/Leave Time</th>
<th>DOS: FUT</th>
<th>Time (Hrs): 08.00</th>
<th>DOS: Time (Hrs):</th>
<th>DOC: Time (Hrs):</th>
<th>DOC: Time (Hrs):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y VARIABLE,TY 888000111</td>
<td>12</td>
<td>6274 4 764201 HG 70500</td>
<td>2 010.3000 H</td>
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<td></td>
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</tr>
</tbody>
</table>

**Reg. Time (POSITIVE) DOS: SRB Total Time: 002.62 /%: H Prorate:**

**Overtime/Leave Time DOS: Time (Hrs):**

**DOCS: Time (Hrs):**
Preparers should review the *Furlough/Salary Reduction Plan Training* slides for more information/examples on how to:

- Establish the reduction in salary distributions in EAPP (starting with slide 37)
- Process time for employees subject to the agreement (starting with slide 75)
- Calculate accruals (starting with slide 87)
- Report temporary layoff days used (starting with slide 90)
Tracking Temporary Layoff Days/Time

Departmental personnel should use the following systems/reports to monitor accruals and usage for the Temporary Layoff Days/Time:

• Time Benefits Roster (PPP6401)
• PP QDB
• PP CDW
Salary Reduction (SRB) data

Temporary Layoff Days (accruals – usage)
Salary Band Table
## CUE Agreement Salary Bands

<table>
<thead>
<tr>
<th>Salary Band</th>
<th>MCB</th>
<th>Hourly Accrual Rate</th>
<th>Temporary Layoff Days</th>
<th>Total Equivalent Salary Reduction (Approximate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 - 40</td>
<td>0.042308</td>
<td>11</td>
<td>4%</td>
</tr>
<tr>
<td>2</td>
<td>41-50</td>
<td>0.050000</td>
<td>13</td>
<td>5%</td>
</tr>
<tr>
<td>3</td>
<td>&gt;50</td>
<td>0.061538</td>
<td>16</td>
<td>6%</td>
</tr>
</tbody>
</table>
Contact

For inquiries regarding the policies for the CUE Agreement:
Campus Human Resources – (310) 794-3147
Departmental Dean’s Office

For inquiries regarding the EDB/PTR Process
Payroll Services – (310) 794-8752