FORMS
An Employee-initiated Reduction In Time (ERIT) Program contract, UBEN 280, must be completed and signed by both the ERIT participant and the department head to initiate an ERIT contract. (Please note: For individuals approved to participate in the ERIT Program as of July 1, 2012, a new ERIT Program contract must be completed and signed)

An ERIT Program Contract Amendment form must be completed and signed by both the ERIT participant and the department head only when an ERIT contract is terminated early or the percentage of time reduction is changed.

Copies of the form can be found on the Campus Human Resources Web site, at www.chr.ucla.edu

DISTRIBUTION AND RETENTION OF ERIT CONTRACT
The home department is the office of record for both forms. Forms are retained for 5 years after separation, except in cases of disability or retirement in which case such forms are retained until age 70.

The home department must provide copies of all staff forms to the employee and to the contact in the respective central Human Resources Office as follows:

- Shirelle Alexander, Campus Human Resources
- Miranda Tse, David Geffen School of Medicine
- Alma Aguayo, Semel Institute and the Resnick Neuropsychiatric Hospital

PERSONNEL/PAYROLL SYSTEM (PPS) MODIFICATIONS
The STRT bundle, will be used to process and record the ERIT information on the employee record. The full name of the bundle will be START/ERIT Time Reduction Program. The bundle will contain the ELVE and EAPP screens.

Three special ERIT Distribution of Service (DOS) codes have been established to reduce time and earnings. In return for a voluntary reduction in time, participants would:

- Accrue vacation and sick leave credits at the rate accrued prior to participation in ERIT;
- Continue their UC health and welfare benefits without changes to premiums or benefits while participating in ERIT;
- Have retirement benefits calculated based on their pre-ERIT compensation rate.
- UC Retirement Plan (UCRP) contributions would be based on the reduced salary and UCRP service credit would accrue based on the reduced appointment.
  - ERT – for Regular (REG) and equivalent time
  - ERS – for Shift Differential
  - ERB – for Stipend

The ELVE screen has been modified to include fields to record the ERIT reduction percentage, and the begin and end date of the ERIT agreement.

The IAPP screen has been modified to include a field that will reflect the ERIT agreement period and percent reduction.
RECORDING ERIT INFORMATION ON THE EMPLOYEE RECORD IN EDB

In order to establish the ERIT information on the employee record, two steps are required:

1. Input of the ERIT Percentage, ERIT Begin Date, and ERIT End Date on the ELVE screen.
2. Establish an ERIT distribution on the EAPP screen to effect the actual salary reduction by using the special DOS codes “ERT” and/or “ERS” and/or “ERB” and Action Code 43-Change in Pay Rate.

Refer to the schedule for updating PPS On-line for appropriate deadlines.

IMPORTANT NOTES REGARDING ELVE and EAPP entry of New ERIT Contract:

**ELVE:** The dates entered on the ELVE screen must reflect the dates of the current ERIT contract.

For example: If an employee was previously on ERIT with an end date of June 30, 2012, and has signed a new ERIT contract with effective dates July, 1, 2012 through June 30, 2014, the dates in ELVE are be entered as follows:

<table>
<thead>
<tr>
<th>START/ERIT Begin Date</th>
<th>070112</th>
</tr>
</thead>
<tbody>
<tr>
<td>START/ERIT End Date</td>
<td>063014</td>
</tr>
</tbody>
</table>

**EAPP:** A new ERIT distribution is required to reflect the terms and dates of the current ERIT contract. The distribution line representing the new ERIT contract must be a new distribution line.

For example: If an employee was previously on ERIT with an end date of June 30, 2012, and has signed a new ERIT contract with effective dates July, 1, 2012 through June 30, 2014, a brand new distribution is added.

<table>
<thead>
<tr>
<th>PREVIOUS DISTRIBUTION – DO NOT EXTEND!!!</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dist</td>
<td>Actions L Acct</td>
</tr>
<tr>
<td>13</td>
<td>4 123456</td>
</tr>
<tr>
<td>Pay Begin</td>
<td>Pay End</td>
</tr>
<tr>
<td>070111</td>
<td>063012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW LINE ADDED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dist</td>
<td>Actions L Acct</td>
</tr>
<tr>
<td>15</td>
<td>4 123456</td>
</tr>
<tr>
<td>Pay Begin</td>
<td>Pay End</td>
</tr>
<tr>
<td>070112</td>
<td>063014</td>
</tr>
</tbody>
</table>
EXAMPLES

The following examples illustrate how ERIT data should be entered in EDB.

EXAMPLE 1: (Monthly Sub 1) Employee has been approved for ERIT with a 10% reduction effective July 1, 2012 through June 30, 2014.

1. Select the **STRT Bundle** to access the **ELVE** and **EAPP** screens.
2. Enter the percent of the reduction in time in the **START/ERIT Reduction Percentage** field.
3. Enter the date on which the ERIT agreement begins in the **START/ERIT Begin Date** field.
4. Enter date on which the ERIT agreement ends in the **START/ERIT End Date** field.
5. Press F11 to go to the EAPP screen to record the distribution information.

```
PP: ELVE0-E1482  EDB Entry/Update  STRT  07/01/1219:16:57
06/30/1121:13:42  Leave of Absence Data  Userid:HPJRV
ID:123456789  Name: PERCENT, TWENTY  Fri  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/ERIT Reduction Percentage : 10
START/ERIT Begin Date : 070112
START/ERIT End Date : 063014

EAPP SCREEN

DO NOT CHANGE THE EXISTING “REG” DISTRIBUTIONS.
1. Add a new distribution line.
2. Enter **Action Code 43**, the FAU information, and the ERIT percentage in the Dis % field.
3. Enter the begin and end dates of the reduced time in the Pay Begin and Pay End fields.
4. Enter the employee’s salary and the special DOS code, “ERT” in the DOS code field.
5. Press F9 to update. Add the following in the comments section: “ERIT participation of ____% for the period ____12 to ____14 approved by ____ on ____12. ERIT reduction includes REG salary, shift differential and stipend.” Replace the ____ placeholders with specifics and include the appropriate types of pay DOS codes as needed. Add the appropriate Campus or Medical Center HR representative for your department to the PAN notification.

If an employee has several different fund sources and the ERIT reduction is to be applied across more than one source, separate ERIT distribution lines must be added for each fund source. Each ERIT distribution line should reflect the amount of the ERIT reduction to be applied to that specific fund source.
The “ERT” DOS code will reduce the employee pay by the amount of the ERIT percentage. UCRS service credit will be reduced by the ERIT percentage. Sick and vacation credits will be accrued at the rate accrued prior to participation in ERIT;

```
EAPP0-E1419  EDB Entry/Update  STRT  07/01/12,10:28:0
06/30/12 21:13:42  Appointments/Distributions  Userid:HPJR
ID:123456789 Name:PERCENT, TWENTY  Pri Pay: MO
PAF Gen No: 51  Pg 01 of 01
```

Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA
40 1 2 091597 999999 I 280300 0
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
7243 ANALYST, ADMINISTRATIVE 2 1.00 F 54800.00 A MO R J

```
IAPP0-I1304  EDB Inquiry  07/01/12 18:58:3
06/30/12 18:53:37  Appointment/Distribution  Userid: HPJR
ID: 123456789 Name: PERCENT, TWENTY  LAD: 10/28/02
Hm Dept: 123456 MODEL DEPT  Empmnt 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
```

The IAPP screen below reflects the ERIT agreement period that was entered on the ELVE screen and the Distribution with the ERIT agreement period.

```
IAPP0-I1304  EDB Inquiry  07/01/12 18:58:3
06/30/12 18:53:37  Appointment/Distribution  Userid: HPJR
ID: 123456789 Name: PERCENT, TWENTY  LAD: 10/28/02
Hm Dept: 123456 MODEL DEPT  Empmnt 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: 40  TC: 7243 ANALYST, ADMINISTRATIVE  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: NONEXEMPT  Lv MO: Sched: MO
Dis: 41 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:

```
IAPP0-I1304  EDB Inquiry  07/01/12 18:58:3
06/30/12 18:53:37  Appointment/Distribution  Userid: HPJR
ID: 123456789 Name: PERCENT, TWENTY  LAD: 10/28/02
Hm Dept: 123456 MODEL DEPT  Empmnt 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
```

Dis: 42 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 : FTE: 0.00 Dept Cd: 123456  PRQ:  DUC: WSP:

```
EXAMPLE 2: (Biweekly, Sub 2 with Shift Differential) Employee has been approved for ERIT with a 10% reduction effective July 1, 2012 through June 30, 2014. PLEASE NOTE: July 1 is within the Biweekly pay period June 24 – July 7, paid on July 18, 2012.
```

1. Select the STRT Bundle to access the ELVE and EAPP screens.
2. Enter the percent of the reduction in time in the START/ERIT Reduction Percentage field.
3. Enter the date on which the ERIT agreement begins in the **START/ERIT Begin Date** field.

4. Enter the date on which the ERIT agreement ends in the **START/ERIT End Date** field.
   - The individual reduced periods will be entered and recorded at the distribution level on the EAPP screen.

5. Press F11 to go to the EAPP screen to record the distribution information.

---

### Leave of Absence Data

ID: 123456789  Name: TIME, LESS

---

**PP ELVE 0-E1482**  
**07/01/11 21:13:42**  
**Leave of Absence Data**  
**STRT 07/10/1119:16:57**  
**Userid: HPJRV**  
**Pri Pay: BW**

---

**START/ERIT Reduction Percentage**: 10  
**START/ERIT Begin Date**: 070112  
**START/ERIT End Date**: 063014

---

**DO NOT CHANGE THE EXITING “REG” OR “SDF” DISTRIBUTIONS.**

1. Add a new distribution line for the reduced percent and the shift differential.
2. Enter Action Code 43, the FAU information, and the ERIT percentage in the Dis % field.
3. Enter the begin and end dates of the reduced time in the Pay Begin and Pay End fields.
4. Enter the employee’s salary and the special DOS code, “ERT” and “ERS”.
5. Press F9 to update. Add comments as described in Example 1. Add the appropriate Campus or Medical Center HR representative for your department to the PAN notification.

---

**PP EAPP 0-E1419**  
**07/01/12 21:13:42**  
**Appointments/Distributions**  
**STRT 07/10/12,10:28:0**  
**Userid: HPJRV**  
**Pri Pay: BW**  
**Pg 01 of 02**

---

**Title**: SPECIALIST, ADMINISTRATIVE  
**Grade**: 1  
**% Full**: F  
**F/V**:  
**Ann/Hr Rate**: 54800.00  
**Dept**: H  
**FLSA**: BW  
**Z**: A

---

**Dist Actions**  
**L Acct**: 4  
**CC**: 123456  
**Fund**: 78910  
**PC**: 12  
**S**: 18.2000  
**Dis %**: 0.1000

---

**Dist Actions**  
**L Acct**: 4  
**CC**: 123456  
**Fund**: 78910  
**PC**: 12  
**S**: 18.2000  
**Dis %**: 0.1000

---

**Dist Actions**  
**L Acct**: 4  
**CC**: 123456  
**Fund**: 78910  
**PC**: 12  
**S**: 18.2000  
**Dis %**: 0.1000

---

**Dist Actions**  
**L Acct**: 4  
**CC**: 123456  
**Fund**: 78910  
**PC**: 12  
**S**: 18.2000  
**Dis %**: 0.1000
EXAMPLE 3: (Monthly Sub 1) Employee has been approved for ERIT with a 10% reduction effective July 1, 2012 through June 30, 2014 and Employee has a stipend.

**EAPP SCREEN**

**DO NOT CHANGE THE EXISTING “SAS” DISTRIBUTION.**

1. Add a new distribution line.
2. Enter **Action Code 43**, the FAU information. The distribution percent is left blank.
3. Enter the begin and end dates of the reduced time in the Pay Begin and Pay End fields.
4. Calculate the dollar value of the percent of the reduction of the stipend and enter it in the Rate/Amount field. The amount in the example ($15.50) is 10% of the stipend rate of $155.00. Enter the DOS code, “ERB” in the DOS code field.
5. Press F9 to update. Add comments as described in Example 1. Add the appropriate Campus or Medical Center HR representative for your department to the PAN notification.
For Employees whose stipend is recorded with the DOS code “STP,” also use the DOS code “ERB.”

**TIME REPORTING PROCESSING INSTRUCTIONS**

For Exception Time paid employees in the ERIT Program it is only necessary to enter the ERIT information on the EDB. Refer to the schedule for updating PPS On-line for appropriate deadlines.

For Positive Time paid employees in the ERIT program, it is necessary to update the EDB information and report time using the IDTC or EDAP functions.

Two pay transactions are necessary in order to correctly report time for employees in the ERIT program. The first transaction should reflect the employee’s full regular pay (REG) and the second transaction should reflect the employee’s Reduction in Time (ERT). Note that if an employee is paid shift differential two additional transactions will be necessary; one using the DOS code SDF and the other using the DOS code ERS.

The following examples illustrate the procedure for processing time reporting for biweekly and monthly positive time paid employees using the IDTC and EDAP functions.
### IDTC Example - Monthly employee with 10% reduction.

**PPEDHC0-E1138**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Per End</th>
<th>Pay Cyc</th>
<th>Dst</th>
<th>E</th>
<th>T</th>
<th>D</th>
<th>Ttl</th>
<th>LACFPS</th>
<th>Rate</th>
<th>AH</th>
<th>WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>073112</td>
<td>M</td>
<td>21</td>
<td>E</td>
<td>E</td>
<td>T</td>
<td>2</td>
<td>7243</td>
<td>00155.00</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**Reg. Time (POSITIVE) DOS:** REG  **Total Time:** 1.0000  **H/%:**%

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

### EDAP Example - Monthly employee with 10% reduction on a stipend.

**PPETAP0-E1138**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Per End</th>
<th>Pay Cyc</th>
<th>Dst</th>
<th>E</th>
<th>T</th>
<th>D</th>
<th>Ttl</th>
<th>LACFPS</th>
<th>Rate</th>
<th>AH</th>
<th>WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>073112</td>
<td>M</td>
<td>21</td>
<td>E</td>
<td>E</td>
<td>T</td>
<td>2</td>
<td>7243</td>
<td>00155.00</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**DOS:** SAS  **Time:**  **H/%:**%  **DOS:** Hr  **DOS:** Hr  **WSP:**

### IDTC Example - Biweekly employee with 10% reduction.

**PPEDHC0-E1138**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Per End</th>
<th>Pay Cyc</th>
<th>Dst</th>
<th>E</th>
<th>T</th>
<th>D</th>
<th>Ttl</th>
<th>LACFPS</th>
<th>Rate</th>
<th>AH</th>
<th>WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>073112</td>
<td>M</td>
<td>21</td>
<td>E</td>
<td>E</td>
<td>T</td>
<td>2</td>
<td>7243</td>
<td>00155.00</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**Reg. Time (POSITIVE) DOS:** REG  **Total Time:** 080.00  **H/%:**%

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

### IDTC Example - Monthly employee with 10% reduction.

**PPEDHC0-E1138**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Per End</th>
<th>Pay Cyc</th>
<th>Dst</th>
<th>E</th>
<th>T</th>
<th>D</th>
<th>Ttl</th>
<th>LACFPS</th>
<th>Rate</th>
<th>AH</th>
<th>WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>073112</td>
<td>M</td>
<td>21</td>
<td>E</td>
<td>E</td>
<td>T</td>
<td>2</td>
<td>7243</td>
<td>00155.00</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**DOS:** SAS  **Time:**  **H/%:**%  **DOS:** Hr  **DOS:** Hr  **WSP:**
EDAP Example - Biweekly employee with 10% reduction.

<table>
<thead>
<tr>
<th>ID</th>
<th>Date/Time</th>
<th>Description</th>
<th>User ID</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>7777777777</td>
<td>07/24/12 20:56:52</td>
<td>Additional Pay (EDAP)</td>
<td>PPIA0</td>
<td>08/01/12</td>
</tr>
<tr>
<td>7777777777</td>
<td>07/21/12</td>
<td>Check Date: 08/01/12 Pay Cycle: B2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pay: 07/21/12**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Per End</th>
<th>Pay Cyc</th>
<th>Dst</th>
<th>E</th>
<th>T</th>
<th>D</th>
<th>Ttl</th>
</tr>
</thead>
<tbody>
<tr>
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<td>21</td>
<td>E</td>
<td>E</td>
<td>T</td>
<td>2</td>
</tr>
<tr>
<td>00003</td>
<td>072112</td>
<td>B</td>
<td>22</td>
<td>E</td>
<td>E</td>
<td>T</td>
<td>2</td>
</tr>
</tbody>
</table>

DOS: REG Time: **080.00** H%

H DOS:

DOS: Hr:

WSP:

**IDTC Example - Biweekly employee with Shift Differential pay and 10% reduction.**

<table>
<thead>
<tr>
<th>ID</th>
<th>Date/Time</th>
<th>Description</th>
<th>User ID</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPEDHC0-E1138</td>
<td>07/19/12 10:32:38</td>
<td>Time Input Roster</td>
<td>PPIA0</td>
<td></td>
</tr>
<tr>
<td>Pay End: 07/21/12 Check Date: 08/01/12 Pay Cycle: B2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HOME DEPARTMENT CODE: 313000**

<table>
<thead>
<tr>
<th>OK?</th>
<th>Emp.Name</th>
<th>Emp.ID</th>
<th>Dst</th>
<th>TC</th>
<th>Loc/Account/CC/Fund/PC/Sub</th>
<th>Rt/Amount</th>
<th>A/H</th>
<th>WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>TIME, LESS</td>
<td>6666666641</td>
<td>7646</td>
<td>4</td>
<td>760416</td>
<td>70000</td>
<td>2</td>
<td>018.2000</td>
</tr>
<tr>
<td>Y</td>
<td>TIME, LESS</td>
<td>6666666642</td>
<td>7646</td>
<td>4</td>
<td>760416</td>
<td>70000</td>
<td>2</td>
<td>000.3700</td>
</tr>
</tbody>
</table>

DOS: REG Total Time: **080.00** H%

Reg. Time (POSITIVE)

Overtime/Leave Time

DOS: Time (Hrs): DOS: Time (Hrs):

DOS: Time (Hrs): DOS: Time (Hrs):

Reg. Time (POSITIVE) DOS: **ERS** Total Time: **080.00** H%

Overtime/Leave Time

DOS: Time (Hrs): DOS: Time (Hrs):

DOS: Time (Hrs): DOS: Time (Hrs):
EDAP Example - Biweekly employee with shift differential pay and 10% reduction.

<table>
<thead>
<tr>
<th>ID: 888888888</th>
<th>Name: GONE,MUST BE</th>
<th>SSN: 333-33-8888</th>
<th>Emp Status: A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay End: 07/21/12</td>
<td>Check Date: 08/01/12</td>
<td>Pay Cycle: B2</td>
<td>Page 1 of 2</td>
</tr>
<tr>
<td>Seq: 00002</td>
<td>Per End: 072112</td>
<td>Pay Cyc: B</td>
<td>Dst: 23</td>
</tr>
<tr>
<td>LACFPS: 4721214</td>
<td>66011</td>
<td>2</td>
<td>Rate: 020.4827 AH: H</td>
</tr>
<tr>
<td>DOS: REG Time: <strong>080.00</strong></td>
<td>H%: H</td>
<td>DOS:</td>
<td>Hr:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DOS:</td>
<td>Hr:</td>
</tr>
</tbody>
</table>

| Seq: 00003 | Per End: 072112 | Pay Cyc: B | Dst: 24 |
| LACFPS: 4721214 | 66011 | 2 | Rate: 000.3700 AH: H |
| DOS: SDF Time: **080.00** | H%: H | DOS: | Hr: |
| | | DOS: | Hr: |

| Seq: 00005 | Per End: 072112 | Pay Cyc: B | Dst: 23 |
| LACFPS: 4721214 | 66011 | 2 | Rate: 020.4827 AH: H |
| DOS: ERT Time: **080.00** | H%: H | DOS: | Hr: |
| | | DOS: | Hr: |

PPETAP0-E1138 Dept. Adj Trans 07/28/12 08:24:17
07/24/12 20:39:16 Additional Pay (EDAP) Userid: PPIA0
ID: 888888888 Name: GONE,MUST BE SSN: 333-33-8888 Emp Status: A
Pay End: 07/21/12 Check Date: 08/01/12 Pay Cycle: B2 Page 2 of 2
C
| Seq: 00006 | Per End: 072112 | Pay Cyc: B | Dst: 24 |
| LACFPS: 4721214 | 66011 | 2 | Rate: 000.3700 AH: H |
| DOS: ERS Time: **080.00** | H%: H | DOS: | Hr: |
| | | DOS: | Hr: |

Page 1 of 2