Alternative Work Schedule Assignments

Oracle Administrative Systems

Processing Instructions

January 2009
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Eligibility Criteria

*Eligible Assignment Categories/Payroll Groups:*

01 Full-time Monthly Staff

01 Full-time Bi-weekly Staff  (Excludes: 9/9 Contracted Staff)
Reduced weekly Schedules of at least 32 hours – Bi-Weekly (Non-Exempt)

**ACT Document # 1:**

Document Reason: **DATA CHANGE**

Effective Date: First day of the bi-weekly pay period employee is to begin working a reduced weekly schedule.  *(NOTE: at the current time, **Effective Date** must be on or after 01-JAN-2009)*

**Assignment Form:**

From the **Proposed Category** field LOV, select **32 Hours**. Click **OK**.

Insert comments if applicable. Click on **Save**. Proceed to the **Salary** form.
Salary Form:

Enter reduced FTE value in the **Proposed FTE** field.

*(FTE value should be < 1.0 and ≥ 0.8)*

Click on **Save**.

Return to **ACT Main Form** and **Submit** document.

*(NOTE: If a reduced **FTE value** has not been entered in the **Proposed FTE** field on the **Salary** form, the following hard error will occur at submit).*

Click **Ok**; proceed to **Salary** form and enter a reduced FTE value in the **Proposed FTE** field before submitting document.
Reduced weekly schedule of at least 32 hours - Monthly (Exempt)

**ACT Document # 1:**

Document Reason:  **DATA CHANGE**

Effective Date: First day of the monthly pay period employee is to begin working a reduced weekly schedule.  **(NOTE: at the current time, Effective Date must be on or after 01-JAN-2009).**

**Assignment Form:**

From the **Proposed Category** field LOV, select **32 Hours**. Click **OK**.

Insert comments if applicable. Click on **Save**. Proceed to the **Salary** form.
Salary Form:

Enter a reduced FTE value in the **Proposed FTE** field.

(FTE value should be < 1.0 and \( \geq 0.8 \))

**NOTE:** The **Proposed Projected Assignment Salary** will not change based upon new FTE value.

Return to ACT Main Form and Submit document.

**(NOTE: If a reduced **FTE value** has not been entered in the **Proposed FTE** field on the **Salary** form, the following hard error will occur at submit).**

Click **Ok**; proceed to **Salary** form and enter a reduced FTE value in the **Proposed FTE** field before submitting document.

**Monthly Employees Only** -- Once **DATA CHANGE** document has reached “COMPLETE” status, a **Salary Schedule Adjustment** ACT document **MUST** be submitted to reduce monthly assignment rate of pay.
**ACT Document # 2:**

Document Reason: **SALARY SCHEDULE ADJUSTMENT**

Effective Date: date employee is to begin earning a reduced monthly rate of pay as a requirement of the reduced weekly schedule (ACT Document # 1).

**Salary Form:**

Select **Salary Schedule Adjustment** from the **Component Reason** LOV; enter appropriate reduction percentage in the **Change %** field. The **Proposed Actual Assignment Rate of Pay** and the **Proposed Projected Assignment Salary** fields will display the adjusted amounts.

(Note: Enter the following comment in the **Comments** field: **Adjustment in monthly rate of pay is a requirement of the reduced weekly schedule**).

Return to the ACT Main Form and submit document.)
Ten Month Assignment – Bi-Weekly (Non-Exempt)

**ACT Document # 1:**
Document Reason: **DATA CHANGE**

Effective Date: beginning of the bi-weekly pay period employee is to begin working a Ten Month Assignment. *(Note: at the current time, effective Date must be on or after 01-JAN-2009)*

**Assignment Form:**
From LOV in the *Proposed Category* field; select **10 Month**, click OK.

**Salary Form:**
Enter FTE value of **0.83** in the *Proposed FTE* field.

Return to ACT Main Form and submit document.
(NOTE: If a reduced FTE value has not been entered in the Proposed FTE field on the Salary form, the following hard error will occur at submit).

Click Ok; proceed to Salary form and enter 0.83 in the Proposed FTE field.

Return to ACT Main Form and submit document.

**ACT Document #2:**

Document Reason: PERSONAL LEAVE WITHOUT PAY

Effective Date: beginning of the pay period employee is to enter a “without pay” status as a requirement of the 10 Month Assignment.

A Decision box will display after clicking on Save.

(Note: If the Personal Leave of Absence without Pay document is being submitted as a requirement of the 10 Month Assignment, click on the Yes button. Return to the ACT Main Form and insert a checkmark in the 10 Month Schedule box. Once checkmark appears, click on SAVE.)

Proceed to Assignment form.
**Assignment Form:**

**Expected Return Date:** enter the first day of the bi-weekly pay period in which the employee is due to return to a “with pay” status.

**NOTE:** the date entered in the **Proposed Expected Return Date** field must be at least one complete pay period after the **DOCUMENT EFFECTIVE DATE**. To view Bi-weekly Payroll Processing Calendar, click here.

Return to ACT Main Form and submit document.

The following error will occur at submit when an invalid date has been entered in the **Proposed Expected Return Date** field.

Return to **Assignment** form and enter valid date in the **Expected Return Date** field before submitting document.

**ACT Document #3:**

Document Reason: Return from Leave

Effective Date: date employee is to enter back into a “with pay” status.
Ten Month Assignment – Monthly (Exempt)

**ACT Document # 1:**
Document Reason: **DATA CHANGE**

Effective Date: beginning of the monthly pay period employee is to begin working a Ten Month Assignment.

*(NOTE: at the current time, document Effective Date must be on or after 01-JAN-2009)*

**Assignment Form:**

From LOV in the *Proposed Category* field; select **10 Month**, click OK.

**Salary Form:**

Enter FTE value of **0.83** in the *Proposed FTE* field.

Return to ACT Main Form and Submit document.
(NOTE: If a reduced FTE value has not been entered in the Proposed FTE field on the Salary form, the following hard error will occur at submit).

Click Ok; proceed to Salary form and enter the 0.83 in the Proposed FTE field before submitting document.

**ACT Document #2:**

Document Reason: PERSONAL LEAVE WITHOUT PAY

Effective Date: beginning of the monthly pay period employee is to enter a “without pay” status as a requirement of the 10 Month Assignment.

A Decision box will display after clicking on Save.

**Note:** If the Personal Leave of Absence without Pay document is being submitted as a requirement of the 10 Month Assignment, click on the Yes button. Return to the ACT Main Form and insert a checkmark in the 10 Month Schedule box. Once checkmark appears, click on SAVE.
Assignment Form:

**Expected Return Date**: enter the first day of the monthly pay period in which the employee is due to return to a “with pay” status.

**Note**: the date entered in the *Proposed Expected Return Date* field must be at least one complete pay period after the DOCUMENT EFFECTIVE DATE. To view Bi-weekly and Monthly Payroll Processing Calendars, **click here**.

Return to ACT Main Form and submit document.

The error to the right will occur at submit when an invalid date has been entered in the *Proposed Expected Return Date* field.

Return to Assignment form and enter valid date in the **Expected Return Date** field before submitting document.

**ACT Document #3**:  
Document Reason: Return from Leave

Effective Date: date employee is to enter back into a “with pay” status.
Worklist Approval Notifications

10 Month Assignment Schedule Worklist Approval Notification

Employee Category: Proposed 10 Month line has been added to approval notification to assist approvers identify employees being placed on the 10 Month Assignment Schedule.

Reduced Weekly Schedule Worklist Approval Notification

Employee Category: Proposed 32 Hour Weekly line has been added to approval notification to assist approvers identify employees being placed on the Reduced Weekly Schedule.
The **Employee Category** field has been added to the **Employees on Leave of Absence Report**. When an employee is placed on a **10 Month Assignment Schedule** or a **Reduced Weekly Schedule (32-hours)** and placed in a Leave with Pay or Leave without Pay status, the Employee Category will display along with the Begin and Expected Return Date from the most recent ACT Leave document.
Removing Alternative Work Schedule

**ACT Document # 1:**

Document Reason: DATA CHANGE

Effective Date: beginning of the bi-weekly/monthly pay period employee is to begin working a regular Full Time Assignment

**Assignment Form:**

From the **Proposed Category** field, select **UAB No Schedule**. Click **Save**.

**Salary Form:**

Enter appropriate FTE value in the **Proposed FTE** field. Click **Save**.

P to ACT Main Form and submit document.
**ACT Document # 2:**

ONLY NECESSARY FOR MONTHLY-EXEMPT EMPLOYEES WORKING A REDUCED WEEKLY SCHEDULE OF AT LEAST 32 HOURS.

Document Reason: **SALARY SCHEDULE ADJUSTMENT**

Effective Date: date employee is to begin earning a FULL monthly rate of pay as defined by a 1.0 FTE Value

**Salary Form:**

Select *Salary Schedule Adjustment* from the *Component Reason* LOV; enter appropriate percentage in the *Change %* field. The *Proposed Actual Assignment Rate of Pay* and the *Proposed Projected Assignment Salary* fields will display the adjusted amounts.

*(Note: Enter the following comment in the *Comments* field: Increase in monthly rate of pay is due to removal of the reduced weekly schedule).*

Return to the ACT Main Form and submit document.