ERIT 2011 Functional Instructions

Human Resources & Benefits
Information Systems Unit
Office of the President

July 1, 2011

Participation of exclusively represented employees is dependent upon union approval. As of July 1, 2011 no unions have approved.

Technically, the ERIT program for 2011 contains the same features as were made available in the START program that ended December 31, 2010 except for UCRP service credit which was unreduced in START but reduced by ERIT. Existing START functionality in PPS has been rebranded as "START/ERIT" and modified to reflect the new begin date (July 1, 2011) and end date (June 30, 2012) for the program.

I. Payroll/Personnel System Processing

Basically, three data elements at the employee level reflect ERIT 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 ERIT period and the reduction amount of participation. Special Description of Service codes are to be used to identify ERIT participation, and will reduce pay but will not reduce vacation and sick leave accrual.

In PPS, administrators will enter ERIT 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 ERIT distribution

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

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

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

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

And,

- Establishment of the ERIT distribution record(s) on EAPP to effect the actual salary reduction. For the purposes of ERIT, 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 ERIT:
  - ERT – for 'Regular' and equivalent time
  - ERS – for shift differential
  - ERB – for stipends

The former START DOS Codes have been inactivated as of January 1, 2011. They cannot be used going forward, but can be used in adjustments to pay periods of former START participation.

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

Payroll/Personnel System Entry/Update of ERIT Data

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

Example 1 – Employee is 100% paid from 19900 funds. Employee elects ERIT 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 = ERT. 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 ERIT bundle function to access the ELVE screen to enter the employee level ERIT 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/ERIT Reduction Percentage   : 20
START/ERIT Begin Date             : 070108
START/ERIT End Date               : 063009

Next Func:      ID:           Name:                            SSN:

===>
 F:  1-Help                  3-PrevMenu  4-Print     5-Update
 F:                          9-Jump                              12-Exit
```

1. ERIT Reduction Percentage: Allowable values are whole numbers from 5 to 50 (e.g., 18,20,50)
2. ERIT 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 ERIT program: July 1, 2011
3. ERIT 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 ERIT program, which is June 30, 2012.

When entry on ELVE is complete, proceed to EAPP to establish the ERIT distribution lines data. The enterable fields on this screen have not changed as a result of ERIT.

IMPORTANT: DO NOT change the existing 'REG" distribution record(s) for an employee participating in ERIT. Instead, add a new distribution line using the special ERIT DOS code (as described above) to implement the ERIT reduction for an employee. This distribution will mirror the 'REG' distribution except that the percent time will reflect the ERIT percentage and the distribution will use the special ERIT DOS of ERT. The PPS will treat the 'ERT' 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 ERIT percentage. Note that in this process, it is the 'ERT' distribution entry and not the ELVE ERIT data that ultimately determines the employee's reduced time and earnings.

If an employee has several different fund sources and the ERIT reduction is to be applied across more than one source, then a separate ERIT distribution line must be established for each fund source. Each ERIT distribution line will reflect the amount of the ERIT reduction to be applied to that specific fund source.

Remember, when establishing the ERIT distribution line(s), do NOT change the REG line(s). The ERIT Description of Service (DOS) code 'ERT' 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     ERT

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

1. If an ‘ERT’ distribution entry is added and there has been no employee level ERIT 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 ‘ERT’ distribution end date. The Pay End Date value entered for the ‘ERT’ distribution entry cannot be later than the ERIT 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:    Reduc: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: ERT
    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 ERIT, this example shows a separate distribution line set up using the shift differential ERIT DOS code of 'ERS'. The ERIT 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:    Reduc: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:    Reduc: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: ERT
    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: ERS
    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 however as of July 1, 2011 the labels have not yet been updated and read "START" rather than START/ERIT. A Service request to update the web pages is pending.

Payroll /Personnel System
CAMPUS NAME

Main Menu Logout

Personal
Address
Employment
Appointments
Labor Relations
Benefits
Retirement
Citizenship
Taxes
Hours Balances
Pay Disposition
Leave Accrual
Licenses
Financial Aid
Work Study
Browse

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: Select

Payroll /Personnel System
CAMPUS NAME

Main Menu Logout

Personal
Address
Employment
Appointments
Labor Relations
Benefits
Retirement
Citizenship
Taxes
Hours Balances
Pay Disposition
Leave Accrual
Licenses
Financial Aid
Work Study
Browse

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:	I - Indefinite	% Time:	1.00	Pay Schedule:	MO - Monthly current
TUC:	CX	Fixed/Variable:	F - Fixed	Time Code:	E - Exception
Rep Code:	C - Covered	FLSA:	6 - Nonexempt	Sub-Location:	MD - Medical Center

Dist #	Full Accounting Unit	Begin Date	End Date	%	FTE	Rate	DOS	Step	O/A	PRQ	DOC	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	ERT					

Return to top of page

Select Employee Name: SSN: ID: Select

II. Time Reporting

Example 1: Positive Time Employees with ERIT

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

The total percent that the employee would work if she/he were not participating in ERIT should be entered on the 'REG' pay line. (This will be more than the actual time worked.) The ERIT reduction percentage hour is then entered on the 'ERT' pay line. The PPS payroll compute process will use the 'ERT' 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% ERIT reduction

The total number of hours that the employee would work if she/he were not participating in ERIT should be entered on the 'REG' pay line. The ERIT reduction percentage hour equivalent is then entered on the 'ERT' pay line. The PPS payroll compute process will use the 'ERT' 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           Page    1 of   12
HOME DEPARTMENT CODE: 804918
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: ERT 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     5-Update
F:               8-Forward   9-Jump                              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: ERT 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 ERIT 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 ERIT shift differential offset 'ERS'. However, for any exception time employee with an 'SDF' distribution, a corresponding 'ERS' 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: ERT 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: ERS Total Time:  36.80 H/%: H Prorate:
Overtime/Leave Time   DOS:     Time (Hrs):        DOS:     Time (Hrs):
                      DOS:     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):
                      DOS:     Time (Hrs):        DOS:     Time (Hrs):
   MULL,LARRY 000050016 12  7274 3 404918      19900        1 017.0000  H
Reg. Time (EXCEPTION) DOS: ERT Total Time:  36.80 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
```

III. Pay Records and Statements

Payroll Audit Record (PAR)
On the Payroll Audit Record for ERIT participants, gross ‘ERT’ dollars are displayed as a negative amount while the corresponding hours are not. These ‘ERT’ 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 ‘ERT’ time (hours or percent) and gross pay.

IV. Interface Files

CPS
The three ERIT data elements are included in the monthly CPS Interface file. In addition, ‘ERT’ entries passed will reflect the CPS FCP DOS of ‘RT’, ‘ERS’ entries will be passed as ‘RS’, and ‘ERB’ entries will be passed as ‘RP’.

UCRS
ERIT data will be sent via the UCRS interface files. The three ERIT data elements are included in the PPI740 UCRS Interface file. On the service credit segment of the PPI7340 file, ‘ERT’ distribution entries will **NOT** display a Budget Initiative Flag of ‘TR’ (time reduction).

V. Reporting

Two reports on ERIT 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)
- ERIT percentage
- ERIT Begin Date
- ERIT End Date
- Appointment Number(s)
- Title Code(s)
- Appointment Percent Time(s)
- Appointment Pay Rate(s)
- ERT/ERS Distribution Number(s)
- ERT/ERS Distribution Begin and End Dates
- ERT/ERS Distribution Percent(s)
- ERT/ERS Distribution Pay Rate(s)
- Total Monthly Salary Savings Calculation (estimated)
- Total Annual Salary Savings Calculation (estimated)

Employee records that have ERIT employee level data but no associated ERT or ERS distribution are displayed with an asterisk (*). (Note that in these cases, these distributions are not included in the salary savings calculations.) Distribution lines for ERS shift differential reductions are displayed with two asterisks (**).

Please note that at the conclusion of the previous START program in 2010, 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 or ERIT data, it may be advisable to clear these fields prior to entering ERIT participants.