

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
Bureau of Human Resources

June 15, 1992

**HUMAN RESOURCES MEMORANDUM 14-92**

**TO:** Personnel Managers, Administrative Services Directors

**SUBJECT:** Implementation of Autopay 42, REDUCEWK

The purpose of this memorandum is to provide implementation instructions for the one hour per week reduction in work schedules for all employees.

Initial Setup

Special pay 42, REDUCEWK, will be set up automatically on the following dates:

Cycle B - June 13

Cycle A - June 20

The following are excluded from automatic set-up:

1701 - DOT Crew (the reduction will be implemented outside of MFASIS)  
1601 - State Police Annuitants  
4001 - Judicial Annuitants  
360 - Prison Industries  
3020 - Legislators  
1100 - National Guard  
Job Class 0655 - Governor's Interns  
Job Class 0999 - Governor  
Job Class JJ01 through JJ09 - Judges  
Job Class 0483 - Commission Member  
Intermittent Employees

Reports are enclosed that list all employees for whom this autopay has been created and all employees for whom this autopay has not been created.

REDUCEWK Rate Calculations

REDUCEWK will be set up as an automatic pay for two hours biweekly.

**Employees with Scheduled Overtime:** OT2 minus Shift (shift pay will be reduced by two hours) **NOTE:** Shift 4 employees (swing shift) will have REDUCEWK created at the fully burdened rate, since actual shift rate is unknown. T&A override on swing shift employees will be required.

**All Other Employees:** Fully Burdened Rate minus Shift  
(shift pay will be reduced by two hours)

**On-line Processing**

Any on-line processing under both HOBUS and H10US that causes the fully burdened rate to be recalculated will also automatically create or recalculate REDUCEWK. This automatic processing sets the pay frequency, number of hours, and rate.

New hires and transfers will be processed as long as some maintenance action is performed on the HOBUS or H10US that causes the fully burdened rate to be recalculated.

Agencies cannot override this automatic recalculation, including the calculated value, hours, or pay frequency. Attempts to change this special pay on H10US will be overridden by the automatic processing. In the event that the standard setup is not appropriate, contact the Bureau of Human Resources.

**Employees in Multiple Positions that Require Manual Override**

Each active employee record will automatically be set up with pay 42 as a two hour autopay.

Employees with multiple master file records (suffixed "00" and "10") will have 2 hour REDUCEWK special pays created on each record. This Bureau will change the initial setup for these employees to reflect one hour biweekly in each record.

**REMINDER:** Hours will be reset automatically to 2 hours whenever any changes to HOBUS or H10US are made that causes the fully burdened rate to be recalculated. Agencies must coordinate salary or special pay maintenance with the Bureau of Human Resources so that the number of hours remains correct for multiple record employees.

**Time and Attendance Overrides to Pay 42**

Override to special pay #42 may only be done through a T&A entry on the HUEUS screen. Processing T&A overrides is identical to the processing for T&A overrides for TEMPOFF and SHUTDOWN.

Time off hours and the appropriate pay rate (fully burdened rate minus shift in most cases) is entered on the HUEUS screen.

There are a few circumstances when T&A override may be necessary:

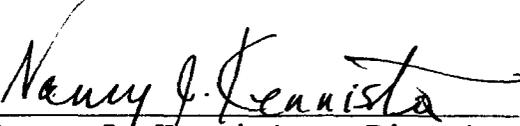
- \* New hire involving a split pay period
- \* Terminations involving a split pay period
- \* Leave without pay
- \* Employees with prorated salaries may need one-time override

The Bureau of Accounts and Control is requiring that all T&A entries for special pay 42 be supported by memo detailing the processing company, employee number, employee name, and reason for entry.

#### Advance Vacation Pay

Requests for advance vacation pay must reflect the two hour reduction. That is, 78 hours of advance vacation pay would be requested for an employee in an 80 hour position biweekly position.

Attach a memo to the special pay form requesting Accounts and Control to do a manual non-pay adjustment to the employee's REDUCEWK pay for the two hour reduction reflected in the advance vacation pay. This adjustment will ensure that the employee receives credit for the reduced work week.

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES