

## 6.22 PHASED RETIREMENT PROGRAM (PRP)

### Overview

The procedures described in this section are for processing a voluntary staff reduction in time through the Phased Retirement Program (PRP). The PRP Program is effective January 1, 2012 through December 31, 2014. For UCSC the PRP Program begins on March 1, 2012. For program Guidelines, Q & A and Forms, please refer to [http://shr.ucsc.edu/announce/phased\\_retire/index.htm](http://shr.ucsc.edu/announce/phased_retire/index.htm)

### Program Summary

The PRP Program is a temporary tool that department heads, with the approval of their Principal Officer may offer to employees to voluntarily reduce their working time and corresponding pay in exchange for a lump sum incentive upon retirement at the end of participation.

Eligible employees 55 years or older, with at least 5 years of UCRP service credit, working at least 60% time as of their approved enrollment date may volunteer to reduce their time for a minimum of 10% per year to a maximum 50% of full-time.

Time reductions are made in monthly increments with a minimum reduction of 120 days to a maximum of up to 3 years.

Employees are required to complete a PRP contract prior to their participation in the program.

Distribution of the lump sum incentive is dependent upon employees retirement at the end of their participation in the program and submittal of a completed release of claims form.

Contracts may begin and end in any month between March 1, 2012 and December 31, 2014.

In return for a voluntary reduction in time, program participants will:

- Accrue vacation and sick leave credits at their rate accrued prior to participation in PRP;
- Continue their UC health and welfare benefits without changes to premiums or benefits while participating in the PRP Program, as long as their regular paid time per week average equals 17.5 hours or greater;
- Have their UC Retirement Plan (UCRP) contributions based on their reduced salary, and UCRP service credit will accrue based on their reduced appointment;
- Have other retirement benefits calculated based upon their pre-PRP compensation rate as outlined within the proposed program guidelines.

### Eligibility

All career staff employees age 55 or older, with at least 5 years of UCRP service credit, except members of the Senior Management Group (SMG) with appointments of at least 60% time are eligible to participate in PRP.

For exclusively represented employees, participation in PRP is subject to collective bargaining.

Participants cannot reduce their percentage below 50% of full time, and participation is dependent upon the approval of the department head and respective Principal Officer/Designee.

- For issues related to the timing of this action, refer to [Section 2.3, Timing](#).

### Before You Do the OEU for PRP

Prior to performing the OEU for a PRP agreement you will have obtained the appropriate approvals and forms required.

## Data Entry

PRP actions are updated on the EAPP function screen.

### Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.
2. At Next Function, type **EEDB** and press **Enter**.
3. Type **EAPP** and the **employee ID number** and press **Enter**

The **EAPP** (Appointment/Distribution) function is displayed for the selected employee.

## Completing the EAPP Function

THE EAPP (APPOINTMENT/DISTRIBUTIONS) FUNCTION:

SCREEN SHOT 1: DISTRIBUTION(S) WITH REG/PRP DOS CODE

Localhost - TN3270/TN5250 Connection  
 Session: Edit View Commands Script Help

PPEAPP0-E1595 SC EDB Entry/Update 02/08/12 08:22:27  
 02/02/12 21:54:51 Appointments/Distributions Userid: SCSHRDDS  
 ID: 792874073 Name: PEACOCK, POLLY Emp Stat: A Pri Pay: MO  
 PAF Gen No: Page 1 of 1

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
70		1	2				040110	999999	1	002033	1
Title 7241 ANALYST, ADMINISTRATIVE, PRIN I L 1.00 F 65175.00 A MO R C											

Dist	Actions	L	Acct	CC	Fund	PC	S	PURCH/E-Procurement	FTE	Dis %
72		7	722033	2033	66051		1		1.00	1.0000
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP										
		070111						5431.27	REG	

Dist	Actions	L	Acct	CC	Fund	PC	S	PURCH/E-Procurement	FTE	Dis %
73		7	722033	2033	66051		1		0.1000	
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP										
		030112						5431.27	RPT	

Next Func: ID: Name: SSN:  
 U0001 Input accepted  
 ==> F: 1-Help 2-Cancel 4-Print 5-Update  
 F: 9-Jump  
 Line 22 Column 7

SCREEN SHOT 2: DISTRIBUTION(S) WITH SDF/RPS DOS CODE

Localhost - TN3270/TN5250 Connection  
 Session: Edit View Commands Script Help

PPEAPP0-E1595 SC EDB Entry/Update 02/08/12 08:14:46  
 02/02/12 21:54:11 Appointments/Distributions Userid: SCSHRDDS  
 ID: 779258030 Name: PEACOCK, POLLY Emp Stat: A Pri Pay: MO  
 PAF Gen No: Page 2 of 3

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
20		1	2				060110	123115	0	002806	0
Title 4805 COMPUTER RESOURCE SPEC. I 1.00 F 1399.00 A MO R N											

Dist	Actions	L	Acct	CC	Fund	PC	S	ITS/Data Center/Operati	FTE	Dis %
23		7	723020	2806	19900		2		1.0000	
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP										
		070110						116.58	SDF	

Dist	Actions	L	Acct	CC	Fund	PC	S	ITS/Data Center/Operati	FTE	Dis %
24		7	723020	2806	19900		2		0.1000	
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP										
		030112						116.58	RPS	

Next Func: ID: Name: SSN:  
 U0001 Input accepted  
 ==> F: 1-Help 2-Cancel 4-Print 5-Update  
 F: 7-Backward 8-Forward 9-Jump  
 Line 22 Column 7

### Important EAPP Notes for PRP Actions

1. Establishment of the PRP distribution record(s) on EAPP will affect the actual salary reduction.
2. Four special Description of Service (DOS) codes have been set up in PPS for PRP:
  - RPT – for ‘Regular’ and equivalent time
  - RPS – for shift differential
  - RPB – for stipends
  - RPL – for Phased Retirement lump sum
3. DO NOT change the existing ‘REG,’ ‘SDF’ or ‘SAS’ distribution(s) for an employee participating in PRP.
4. Instead, add a new distribution(s) using the special PRP DOS code (‘RPT,’ ‘RPS’ or ‘RPB’) to implement the PRP reduction for an employee.
5. This distribution will mirror the ‘REG,’ ‘SDF’ and/or ‘SAS’ distribution except that it will reflect the PRP percentage, begin date and end date, and the distribution will use the special PRP DOS code of ‘RPT,’ ‘RPS’ or ‘RPB’.
6. PPS will treat the ‘RPT,’ ‘RPS’ or ‘RPB’ DOS codes as a negative adjustment in the compute process to reduce the employees pay by this amount.
7. Sick leave and vacation accrual will not be reduced by the PRP percentage.
8. It is the ‘RPT,’ ‘RPS’ or ‘RPB’ distribution entry data that ultimately determines the employee’s reduced time and earnings.
9. If an employee has more than one fund source and the PRP reduction is to be applied across more than one source, then a separate PRP distribution must be established for each fund source.
10. Each PRP distribution line will reflect the amount of the PRP reduction to be applied to that specific fund source. The total of all PRP distributions must equal the overall PRP reduction percentage.

### Appointment Level Procedure

When processing a PRP, the current appointment does not change since the intent of the appointment has not changed.

### Distribution Level Procedures

1. **F9 Jump** to the command line and use the **copy xx to xx** command to set up the next available distribution.
2. Enter data in the following fields as applicable:

Actions (Action Code)	No action code is required at this time
L	Enter 7 for UCSC location number.
Acct	Enter ‘organization’ FOAPAL number.
CC	Enter appropriate four-digit code
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 1 or 2 as applicable.
FTE	Leave blank.
Dist %	Enter the percentage of the PRP Reduction in time for this fund source 10% is entered as 0.1000.
Pay Beg	Enter the date on which the PRP begins in the format: MMDDYY. The begin date cannot be earlier than 03/01/12.
Pay End	Enter the date on which the PRP ends in the format: MMDDYY. The End date cannot extend past 12/31/14.

Step	If the employee is appointed to a step-based title code, then enter the step within the salary range associated with the title code. Steps are entered in the following format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, etc. Enter as a one-digit field for academics.
O/A	For Staff: Leave Blank.
Rate/ Amount	Enter the monthly or hourly rate associated with the distribution.  If hourly, remember to use four decimal places, i.e., \$10.00/hour is entered as 10.0000.  If monthly, i.e., \$2014.00 enter as 2014.00
DOS	Enter <b>RPT</b> for 'Regular' and equivalent time Enter <b>RPS</b> for 'Shift Differential' Enter <b>RPB</b> for 'Stipend'
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

3. Press **Enter** to invoke range/value edits.
4. Proceed to *Review*.

## Review

1. Press **F7** or **F8** to navigate through the EAPP screens.
2. Make sure you have completed all the required data elements.
3. Review all entered data for accuracy and consistency.

## Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation function.

## Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make the necessary corrections.

## How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
  - Press **F5 Update** to invoke PAN.
  - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

## PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.

## STAFF ACTIONS

3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP screen appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

## Accessing IMSG

1. To access the Message Report Screen, go to the **Next Function** field, type **IMSG** and press **Enter**.
2. When the **IMSG** screen is displayed, review any remaining messages and take the appropriate action.

## Disposition of Forms

- Retain the original PRP Contract in the HR employee personnel file.
- Forward a copy of the PRP Contract to Retirement Administration at UCOP: 300 Lakeside Dr. 5<sup>th</sup> Floor, Oakland, CA 94612.
- Forward a copy to employee.