7.8 PERCENT CHANGE IN TIME (PCNT)

Overview
The procedures described in this section are for increasing or decreasing the percent of full time an academic employee will be working.

Increasing or decreasing the percent of full-time the employee is working may change certain benefits and entitlements to the employee. Listed below are things to consider when an employee increases or decreases their time:

- Eligibility for accrual of both vacation and sick leave. Refer to Appendix C, Leave/Vacation Accrual Codes and Rates for guidelines.
- Possible changes in Benefit Eligibility.
- Eligibility for UCRP membership. Refer to Section 4.9, Retirement/FICA Coding for guidelines.

Policy Summary
For non-voluntary reduction in time in an academic title, refer to Campus Academic Personnel/Procedures Manual (004-145).

Before You Start
1. Obtain required approval to perform the percent change.
2. Work with the employee to complete the following form: Benefits Eligibility Level Indicator (BELI) form (UPAY 726), if applicable.
3. Advise employee to contact Benefits about possible Benefits ramifications.

Data Entry
Enter data for changing an employee’s percentage of full time via the PCNT bundle. This bundle contains the following functions:

- EAPP (Appointments/Distributions)
- EPER (Personnel-Miscellaneous)

Accessing the PCNT Bundle
1. Log on the Payroll/Personnel System.
2. At the Next Func field, type EEDB and press Enter.
3. Type BUND and press Enter.
4. Type PCNT and the employee ID number, then press Enter.

The EAPP function is displayed.
Completing the EAPP Function

THE EAPP(APPOINTMENTS/DISTRIBUTIONS) FUNCTION

EAPP Notes and Tips

- If this is a permanent change in percent time, end the current appointment date. A temporary change in the percent of time does not change the intent of the employee’s appointment, therefore you would not end the current appointment. Always end the current distribution and begin a new distribution.

- If change in percent of time is temporary, always create an additional distribution to bring the employee back to their original percent of full time.

- The FTE does not change for a temporary change in percent of time. Refer to Section 2.4, Staffing List, Timefile & Temporary Change in Percent Time, for more details about setting up this action.

Appointment Level Procedure

1. Navigate to appointment end date field. Enter the end date for the current appointment, if necessary (see EAPP Notes and Tips).

2. Press F9 Jump to navigate to the command line and type “add a” to set up the first available appointment, if necessary.

3. Enter data in the following fields as applicable:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pgm</td>
<td>A system derived code indicating the personnel program associated with the appointment.</td>
</tr>
<tr>
<td>Typ</td>
<td>Enter 5 (academic)</td>
</tr>
<tr>
<td>Bas</td>
<td>A code which indicating the service period on which an appointment is based. Press F1 Help for valid codes.</td>
</tr>
<tr>
<td>Pd Ovr</td>
<td>A code indicating the number of months in the year over which the salary for the appointment will be paid. Press F1 to see valid codes.</td>
</tr>
<tr>
<td>Appt Begin</td>
<td>Enter the date on which the appointment is effective in the format: MMDDYY.</td>
</tr>
<tr>
<td>Appt End</td>
<td>Date on which the appointment is expected to end, in format: MMDDYY. If the appointment is indefinite or tenured, enter 999999.</td>
</tr>
</tbody>
</table>
**Distribution Level Procedure**

1. **End the original distribution the date before the new percent of time is effective.**
2. **F9 Jump** to the command line. Create the next available distribution via the “copy xx to xx” command or by typing “add d.”
3. **Enter data in the following fields, as applicable:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Enter 7 for UCSC location number.</td>
</tr>
<tr>
<td>Acct</td>
<td>Enter ‘organization’ FOAPAL number.</td>
</tr>
<tr>
<td>CC</td>
<td>Enter cost center.</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter fund number.</td>
</tr>
<tr>
<td>PC</td>
<td>Enter activity code (optional, not required).</td>
</tr>
<tr>
<td>Sub</td>
<td>Enter 0 or 2 as applicable.</td>
</tr>
<tr>
<td>FTE</td>
<td>The percentage of the budgeted position which the distribution represents, if applicable. Full time is represented at 1.00.</td>
</tr>
<tr>
<td>Dist %</td>
<td>The anticipated percentage of time which is chargeable to the account/fund. Full time is represented at 1.0000.</td>
</tr>
<tr>
<td>Pay Beg</td>
<td>Date on which the pay should be charged to the account/fund, in the format: MMDDYY.</td>
</tr>
<tr>
<td>Pay End</td>
<td>Date on which pay is expected to end for the account/fund, in the format: MMDDYY. If indefinite or tenured, enter 999999.</td>
</tr>
</tbody>
</table>
Completing the EPER Function

THE EPER (PERSONNEL-MISCELLANEOUS) FUNCTION

Notes and Tips

- Press **F11 Next Func** if information is current and not effected by the change in percent time worked.
- A change in percent of time worked may affect an employee’s BELI Code or Sabbatical Leave Credit accrual.

3. Press **Enter** to invoke range/value edits.
4. Press **F11 Next Func** to continue to the next function.

**Note:** If this is a temporary action, the employee will need a distribution to return them to their original percent of time.

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**Step**
The step within the salary range associated with the title code. Enter as one-digit for academics.

**O/A**
Code indicating that the academic employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.

**Rate/Amount**
The monthly or hourly amount associated with the distribution.

**DOS**
Code indicating the type of compensation associated with the distribution. This code does not change if the only change is a percent change in time. Press F1 Help to see valid codes.

**PRQ**
A code indicating the type of perquisite provided.

**DUC**
A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes, excluding range adjustments.

**WSP**
Not used for academics.

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The EPER Procedure

1. Enter data in the following fields, as applicable

<table>
<thead>
<tr>
<th>Assigned BELI</th>
<th>Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press F1 Help to see valid codes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Date the employee becomes eligible for any health benefits indicated by the BELI code.</td>
</tr>
</tbody>
</table>

2. If changes were made, press Enter to invoke range/value edits.

3. This is the last function of the PCNT bundle. Proceed to Review.

Review

Use F10 Prev Func and F11 Next Func to navigate through the PCNT bundle.

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press F5 Update to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make 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 you were at when you updated the action to make the appropriate corrections. Then do one of the following:
  - Press F5 Update to invoke PAN.
  - Press F2 Cancel twice to cancel the update.

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.
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 first function in the bundle 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

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the data collection document in the Service Center employee file.
- If a change in BELI was effected by the Percent Change in Time, forward the completed BELI form to Payroll.