

UNIVERSITY OF CALIFORNIA, RIVERSIDE
FURLOUGH EXCHANGE PROGRAM (FEP)

Academic Year PPS Instructions/Examples

1. Full-year participation - PPS entry must be completed no later than 10/26/09.

A. Existing Appointment and Distributions

- Delete the SRB salary reduction distribution(s).
- Change existing REG (100%) distribution(s) begin date to 07/01/10.
- Add new REG distribution to reflect the reduced percent of pay effective 07/01/09 – 06/30/10.

B. Add New Appointment/Distributions

- Add a new appointment under the appropriate research title for the dedicated research effort for the pay period 07/01/09 – 06/30/10. For joint Professor/Researchers, the FEP distribution(s) can be added to the existing Research appointment.
- Add a new FEP distribution(s) to the research appointment to reflect the appropriate percent effort on the extramural project(s). Use action code 43 on this distribution. The total percent effort on the research project should total the employee's total salary reduction percentage.

C. Late Pay/Reduction in Pay for July and August earnings:

- Process RX for REG line (equal to salary reduction percentage) – Academic-Yr title code.
- Process LX for FEP line (equal to salary reduction percentage) – Research title code.

Note: FEP for July 2009 and August 2009 earnings cannot be transferred to the extramural fund project(s) via Payroll Expenditure Transfer because the title codes are different. LX/RX for July and August earnings must be completed by October 26, 2009 because of the 120-day cost transfer rule.

D. Late Pay/Reduction for September earnings only

- Process (RX) for September 2009 REG (100%) line(s).
- Process (RX) for September 2009 SRB line(s).
- Process (LX) for September 2009 REG at reduced percentage.
- Process (LX) for September 2009 FEP line (equal to salary reduction percentage)

2. Partial-year participation - PPS entry must be completed no later than the monthly payroll deadline of the pay period begin date (e.g. 11/23/09 for Winter quarter)

A. Existing Appointment and Distributions

- End the SRB salary reduction distribution(s) prior to the FEP begin date.
- Change existing REG (100%) pay distribution to the day after FEP end date (e.g. 3/01/10 for Winter quarter FEP).
- Add a new REG pay distribution to reflect the reduced percent of pay on the regular pay source (e.g. 11/01/09 – 02/28/10 for Winter quarter FEP)
- Add a new SRB salary reduction distribution for the remainder of the Salary Reduction/Furlough Plan period.

B. Add New Appointment/Distributions

- Add a new appointment under the appropriate research title for the dedicated research effort for the pay period (e.g. 11/01/09 – 02/28/10 for winter quarter FEP). For joint Professor/ Researchers, the FEP distribution(s) can be added to the existing Research appointment.
- Add a new FEP distribution(s) to the research appointment to reflect the appropriate percent effort on the extramural fund project. Use action code 43 on this distribution. The total effort on the research project should total the employee's total salary reduction percentage.

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Fiscal Year PPS Instructions/Examples:

3. Full-year participation - PPS entry must be completed no later than 10/26/09.

A. Existing Appointment and Distributions

- Delete the SRB salary reduction distribution(s).
- Change existing REG (100%) distribution(s) begin date to 09/01/10.
- Add a new REG distribution to reflect the reduced percent of pay effective 09/01/09 – 08/31/10.

B. Add New Appointment/Distributions

- Add a new appointment under the appropriate research title for the dedicated research effort for the pay period 09/01/09 – 08/31/10. For joint Professor/Researchers, the FEP distribution(s) can be added to the existing Research appointment.
- Add a new FEP distribution to the research appointment to reflect the appropriate percent effort on the extramural fund project. Use action code 43 on this distribution. The total percent effort on the research project should total the employee's total salary reduction percentage.

C. Late Pay/Reduction in Pay for September earnings:

- Process (RX) for September 2009 REG (100%) line(s).
- Process (RX) for September 2009 SRB line(s).
- Process (LX) for September 2009 REG at reduced percentage.
- Process (LX) for September 2009 FEP line (equal to salary reduction percentage)

4. Partial-year participation - PPS entry must be completed no later than the monthly payroll deadline of the pay period begin date.

A. Existing Appointment and Distributions

- End the SRB salary reduction distribution(s) prior to the FEP begin date.
- Change existing REG (100%) pay distribution to the day after FEP end date (e.g. 4/01/10 for Winter quarter FEP).
- Add a new REG pay distribution to reflect the reduced percent of pay on the regular pay source (e.g. 01/01/10 – 03/31/10 for Winter quarter FEP)
- Add a new SRB salary reduction distribution for the remainder of the Salary Reduction/Furlough Plan period.

B. Add New Appointment/Distributions

- Add a new appointment under the appropriate research title for the dedicated research effort for the pay period (e.g. 01/01/10 – 03/31/10 for winter quarter FEP). For joint Professor/ Researchers, the FEP distribution(s) can be added to the existing Research appointment.
- Add a new FEP distribution(s) to the research appointment to reflect the appropriate percent effort on the extramural fund project. Use action code 43 on this distribution. The total percent effort on the research project should total the employee's total salary reduction percentage.