

Layoff and Bumping Training Manual – Site Administrators

PeopleSoft Training - HCM

February 2010

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Chapter 1 – Submitting Eliminations or Reductions for Vacant Positions

Site Administrators use the Submit Reduction/Elimination page to submit reductions and eliminations for vacant positions and filled positions. Submissions are entered by a combination of job code, FTE, and months. The electronic Budget Allocations Worksheets issued by Budget Analysts may be helpful in determining which positions to eliminate or reduce, if any.

Each site is required to make a submission for EVERY Bumping and Layoff period regardless of need for reduction or elimination. If there are no reductions or eliminations to be submitted, the ‘No Reductions/Eliminations This Period’ checkbox must be selected and the page saved for Board reporting purposes.

Accessing the Submit Reduction/Elimination page

Navigation: Workforce Administration → Layoff and Bumping Process → Submit Reduction/Elimination

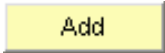
1. Click the **Submit Reduction/Elimination** menu item.
2. If this is the first time you will access this page for the current layoff period, click the “**Add a New Value**” tab.
3. Enter the **Period Name** by clicking the magnifying glass icon and selecting the correct value.

Each layoff period is given a period name. For example:

- “Spr 2/06” is the period name for the layoff effective at the beginning of the Spring semester 2006.
- “Fal 7/06” is the period name for the layoff effective at the beginning of the Fall semester, or 2006/2007 fiscal year.

A circular will be published prior to each layoff period with the exact period name to use.

4. Enter your **Department ID** by clicking the magnifying glass icon and selecting your Department ID.

5. If this is the first time you will access this page for the current layoff period, click the  button. Otherwise, click **Search**.

The Submit Reductions/Eliminations—Vacant Positions page appears. Notice the Date Opened and Date Closed dates near the top. These indicate the time period during which you will be able to submit eliminations and reductions.

Date Opened and Date Closed:
This is the date range during which you can submit reductions and/or eliminations. After the Date Closed, you view your submissions, but you cannot add, change, or delete them.

Vacant Positions **Filled Positions**

Period Name Spr02/06
 Created 10/24/2005 Date Closed 11/04/2005
 Department 0326 Effective Date 02/01/2006
 No Reductions or Eliminations this Period

Jobcode Find | View All First 1 of 1 Last

*Job Code

Reduce/Eliminate Find | View All First 1 of 1 Last

Eliminate Reduce *Position Number

Current FTE Current Work Year *Reason Code

Proposed FTE Proposed Work Year Proposed Pay Additive *Enter Rationale for Reductions/Eliminations

Submitted By

Customize | Find | First 1 of 1 Last

| Position Number | Current FTE | Proposed FTE | Combination Code |
|-----------------|-------------|--------------|------------------|
| 1 | | | |

See the following sections, depending on what you want to do next:

- Indicate that you have no eliminations or reductions this period
- Enter eliminations for vacant positions
- Enter reductions for vacant positions

Indicating you have no eliminations or reductions this period

If you have **no** eliminations or reductions to submit this period, of vacant or filled positions, click the **No Reductions or Eliminations this Period** checkbox and click **Save**. This checkbox can be checked on either the Vacant Positions page or Filled Positions page, and applies to both.

The screenshot shows a web application interface with the following elements:

- Navigation:** 'Vacant Positions' and 'Filled Positions' tabs.
- Form Fields:**
 - Period Name: Spr02/06
 - Created: 10/24/2005
 - Date Closed: 11/04/2005
 - Department: 0326
 - Effective Date: 02/01/2008
 - No Reductions or Eliminations this Period** (highlighted with a red box and callout)
- Jobcode Section:** Includes a search box for '*Job Code' and a 'Find | View All' button.
- Reduce/Eliminate Section:**
 - Radio buttons for 'Eliminate' (selected) and 'Reduce'.
 - *Position Number search box.
 - Fields for 'Current FTE', 'Current Work Year', and '*Reason Code' (dropdown).
 - Fields for 'Proposed FTE', 'Proposed Work Year', 'Proposed Pay Additive', and '*Enter Rationale for Reductions/Eliminations' (text area).
- Submitted By:** A section for user input.
- Table:** A table with columns: Position Number, Current FTE, Proposed FTE, and Combination Code. It contains one row with the value '1' under Position Number.

Entering eliminations for vacant positions

Position eliminations must be entered prior to position reductions.

Vacant Positions
Filled Positions

Period Name 20050901
Created 08/01/2005 **Date Closed** 08/31/2005
Department 0349 **Effective Date** 11/01/2005
 No Reductions or Eliminations this Period

Jobcode Find | View All First ◀ 1 of 1 ▶ Last

*Job Code Student Info Sys Site Techn II

Reduce/Eliminate Find | View All First ◀ 1 of 1 ▶ Last

Eliminate Reduce *Position Number

| | | | |
|----------------------|---------------------------|------------------------------|-----------------------------------------------------|
| Current FTE | Current Work Year | | *Reason Code |
| 1.000000 | L 11 | | <input type="text" value="Lack of Funds"/> |
| Proposed FTE | Proposed Work Year | Proposed Pay Additive | *Enter Rationale for Reductions/Eliminations |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="Declining Enrollment"/> |

Submitted By 151177 Elba Morales 02/02/10 4:25:47PM

| Position Number | Current FTE | Proposed FTE | Combination Code |
|-----------------|-------------|--------------|---------------------------|
| 1 20011346 | 1.000000 | | 0349000100024051500010000 |

1. To submit a vacant position for elimination, enter the following information:

- Enter **Job Code** of the position to be eliminated.
- Select **Eliminate** radio button (*NOTE: If Eliminate is selected, Proposed FTE, Proposed Work Year, and Proposed Pay Additive gray out*).
- Click magnifying glass icon beside **Position Number** field and select appropriate number. (*NOTE: Once this is done, the Current FTE and Current Work Year will display the values found on the Position Data Table.*)
- **Reason Code**—Select reason for this elimination. This is a required field. Options are:
 - Lack of Funds
 - Lack of Work
 - Lack of Work and Funds
- Enter comments related to this position elimination into the “**Enter Rationale for Reductions/Eliminations**” box. This is a required field and will appear on Board reports.

Following are some examples of rationale given when reason is lack of funds:

- Declining enrollment
- Grant/special funding ending

Following are some examples of rationale given when reason is lack of work:

- Duties are being reassigned due to reorganization
- Duties no longer exist
- Position now requires bilingual skills
- Click the **Save** button.

2. To enter an elimination or reduction of another vacant position in the **same job code**, click the **+** button in the **Reduce/Eliminate section** to insert a new row. (Remember, all eliminations must be entered before reductions are entered.)

- To enter an elimination of the additional position, enter the information described in step 1 above for the additional position to be eliminated (except Job Code, which is already provided).
- To enter a reduction of the additional position, see the next section “Entering reductions for vacant positions”.

The screenshot shows a software interface with two tabs: 'Vacant Positions' and 'Filled Positions'. Below the tabs, there are fields for 'Period Name 20050901', 'Created 08/01/2005', 'Date Closed 08/31/2005', 'Department 0349', and 'Effective Date 11/01/2005'. A checkbox labeled 'No Reductions or Eliminations this Period' is present. Below this is a section for 'Jobcode' with a search bar containing '6086' and the text 'Student Info Sys Site Techn II'. At the bottom of the 'Jobcode' section is a '+ -' button. Below that is a 'Reduce/Eliminate' section with a search bar containing '20011346' and radio buttons for 'Eliminate' (selected) and 'Reduce'. At the bottom of the 'Reduce/Eliminate' section is a '+ -' button, which is circled in red with an arrow pointing to it.

3. To enter an elimination or reduction of another vacant position in a **different job code**, click the **+** button to insert a new row in the **Jobcode section**.

The screenshot shows the same software interface as above. The 'Jobcode' section now has a search bar containing '6434' and the text 'Instruct Behavior Techn'. The 'Reduce/Eliminate' section has a search bar containing '10016550'. The '+ -' button at the bottom of the 'Jobcode' section is circled in red, with a red arrow pointing to it and the text '2 rows now' written in red next to it.

Entering reductions for vacant positions

Reductions of vacant positions can be entered after all eliminations of vacant positions (if any) are entered.

Vacant Positions
Filled Positions

Period Name 20050901
Created 08/01/2005 **Date Closed** 08/31/2005
Department 0349 **Effective Date** 11/01/2005
 No Reductions or Eliminations this Period

Jobcode
Find | View All
First ◀ 1 of 1 ▶ Last

*Job Code Instruct Behavior Techn

Reduce/Eliminate
Find | View All
First ◀ 1 of 1 ▶ Last

Eliminate Reduce *Position Number

| | | | |
|---------------------|-------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------|
| Current FTE | Current Work Year | *Reason Code | |
| 0.750000 | L 10 | <input type="text" value="Lack of Funds"/> | |
| Proposed FTE | Proposed Work Year | Proposed Pay Additive | *Enter Rationale for Reductions/Eliminations |
| 0.500000 | <input type="text" value="10M"/> <input type="button" value="🔍"/> | <input type="text" value=""/> <input type="button" value="🔍"/> | <input type="text" value="Declining Enrollment"/> |

Submitted By 151177 Elba Morales 02/09/10 11:45:47AM

Customize | Find |
First ◀ 1 of 1 ▶ Last

| Position Number | Current FTE | Proposed FTE | Combination Code |
|-----------------|-------------|---------------------------------------|---------------------------|
| 1 10016550 | 0.750000 | <input type="text" value="0.500000"/> | 0349650050021620220014210 |

1. To submit a vacant position for reduction, enter the following information:

- Enter **Job Code** of the position(s) to be reduced.
- Select **Reduce** radio button.
- Click magnifying glass icon beside **Position Number** field and select appropriate number. (NOTE: Current FTE and Current Work Year will display values found on the Position Data Table.)
- Enter **Proposed Work Year**.
- Enter **Proposed Pay Additive** if this reduced position will require a bilingual employee and pay a bilingual differential. Otherwise, leave blank.

- Enter **Proposed FTE** at bottom of page (*NOTE: If more than one Position for PAR, can enter different Proposed FTEs for each.*)
- Enter **Reason Code**—Select reason for this elimination.. This is a required field.
- Enter comments related to this position reduction in the “**Enter Rationale for Reductions/Eliminations**” box. This is a required field and will appear on Board reports.

Following are some examples of rationale given when reason is lack of funds:

- Declining enrollment
- Grant/special funding ending

Following are some examples of rationale given when reason is lack of work:

- Duties are being reassigned due to reorganization
- Duties no longer exist
- Position now requires bilingual skills

- Click the **Save** button.

2. To enter a reduction of another vacant position in the **same job code**, click the **+** button in the **Reduce/Eliminate** section to insert a new row. (Remember, all eliminations must be entered before reductions are entered.) Enter the information described in step 1 above for the additional position(s) to be reduced, except Job code, which is already provided.

The screenshot shows a software interface with two tabs: 'Vacant Positions' and 'Filled Positions'. Below the tabs, there are fields for 'Period Name 20050901', 'Created 08/01/2005', 'Date Closed 08/31/2005', 'Department 0349', and 'Effective Date 11/01/2005'. A checkbox labeled 'No Reductions or Eliminations this Period' is present. Below this is a 'Jobcode' section with a search bar containing '6434' and the text 'Instruct Behavior Techn'. At the bottom, there is a 'Reduce/Eliminate' section with a search bar containing '10016550'. A red circle highlights the '+' button in the 'Reduce/Eliminate' section. A red arrow points from the '+' button in the 'Jobcode' section to the '+' button in the 'Reduce/Eliminate' section.

3. To enter a reduction of another vacant position in a **different job code**, click the **+** button to insert a new row in the **Jobcode** section. Repeat step 1 above.

The screenshot shows the same software interface as above. In this view, a red circle highlights the '+' button in the 'Jobcode' section. A red arrow points from the '+' button in the 'Reduce/Eliminate' section to the '+' button in the 'Jobcode' section.

Chapter 2 – Submitting Eliminations or Reductions for Filled Positions

Entering eliminations for filled positions

Use the Filled Positions tab to enter eliminations for filled positions. Eliminations of filled positions must be entered prior to reductions of filled positions. Access the Filled Positions tab as described on page 3.

Vacant Positions | **Filled Positions**

Period Name 20050901
 Date Opened 08/01/2005 Date Closed 08/31/2005
 Department 0349 Effective Date 11/01/2005
 No Reductions or Eliminations this Period

Jobcode Find | View All First 1 of 1 Last
 Job Code 6485 Spec Ed Asst

Reduce/Eliminate Find | View All First 1 of 1 Last
 Eliminate Reduce Load Emplid Sequence number 1

Current FTE 0.625000 Current Months L 10 T Pay Additive Include/Exclude Special Req. Include/Exclude

Proposed FTE Proposed Months Proposed Pay Additive

| Class Sen Dt | Empry Sen Dt | Hire Date |
|--------------|--------------|------------|
| 11/09/2004 | 11/09/2004 | 04/26/2002 |

| EmplID | Rcd Nbr | Name | Pay Additive | Special Req. |
|--------|---------|------|--------------|--------------|
| 109735 | 0 | | | |

*Reason Code Lack of Work and Funds

Enter Rationale for Reductions/Eliminations
 Position no longer needed at this site and need funds for other positions.

Submitted by N200091 Rene Schroeder 08/31/05 7:48:38PM

| Position Number | FTE | Account Code |
|-----------------|----------|---------------------------|
| 1 10006162 | 0.625000 | 0349331000021010221014260 |

Save Return to Search Add Update/Display Include History Correct History

[Vacant Positions](#) | [Filled Positions](#)

- To submit a filled position for elimination, click the “**Filled Positions**” tab and enter the following information:
 - Enter **Job Code** of the position(s) to be eliminated.
 - Select **Eliminate** radio button.
 - Enter **Current FTE** of the position in this jobcode to be eliminated.
 - Enter **Current Months** of the position in this jobcode to be eliminated.

- If you need to eliminate a position that has a bilingual or special requirement, or if you need to ensure that a position with a bilingual or special requirement is not eliminated, see *Chapter 3 Pay Additives and Special Requirements*.
- Click “**Load Emplid**” button for system to find the least senior employee in the department, jobcode, FTE and current Months entered. *NOTE: Employee’s data from their current assignment will be displayed on page for verification (see shaded area above).*
- Enter **Reason Code**—Select reason for this elimination.
- Enter comments related to this position elimination into the “**Enter Rationale for Reductions/Eliminations**” box. This is a required field and will appear on Board reports.


Following are some examples of rationale given when reason is lack of funds:

- Declining enrollment
- Grant/special funding ending

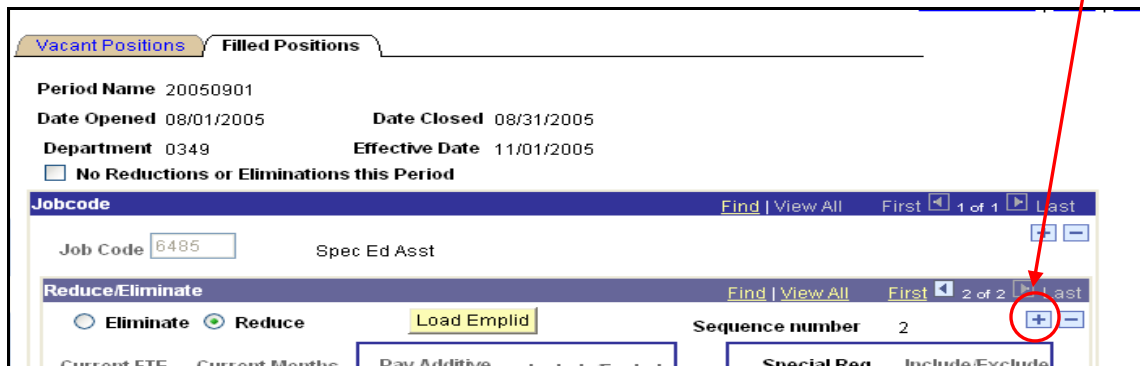
Following are some examples of rationale given when reason is lack of work:

- Duties are being reassigned due to reorganization
- Duties no longer exist
- Position now requires bilingual skills

- Click the **Save** button.

2. To enter an elimination or reduction of another filled position in the **same job code**, click the  button in the **Reduce/Eliminate** section to insert a new row.

- To enter an elimination of the additional position, enter the information described in step 1 above (except Job Code, which is already provided).
- To enter a reduction of the additional position, see the next section “Entering reductions for filled positions”.



- To enter an elimination or reduction of another filled position in a **different job code**, click the **+** button to insert a new row in the **Jobcode** section .

Vacant Positions | **Filled Positions**

Period Name 20050901
 Date Opened 08/01/2005 Date Closed 08/31/2005
 Department 0349 Effective Date 11/01/2005
 No Reductions or Eliminations this Period

Jobcode Find | View All First 1 of 1 Last
 Job Code 6485 Spec Ed Asst

Reduce/Eliminate Find | View All First 2 of 2 Last
 Eliminate Reduce Load Emplid Sequence number 2

Entering reductions for filled positions

Be sure all eliminations of filled positions (if any) have been entered before entering reductions of filled positions.

Vacant Positions | **Filled Positions**

Period Name 20050901
 Date Opened 08/01/2005 Date Closed 08/31/2005
 Department 0349 Effective Date 11/01/2005
 No Reductions or Eliminations this Period

Jobcode Find | View All First 1 of 1 Last
 Job Code 6485 Spec Ed Asst

Reduce/Eliminate Find | View All First 2 of 2 Last
 Eliminate Reduce Load Emplid Sequence number 2

Current FTE 0.625000 Current Months L 10 T
 Proposed FTE 0.250000 Proposed Months L 10 T
 Proposed Pay Additive Class Sen Dt Cmpny Sen Dt Hire Date
 10/23/2003 10/23/2003 10/23/2003

| EmplID | Rcd Nbr | Name | Pay Additive | Special Req. |
|--------|---------|------|--------------|--------------|
| 131213 | 0 | | | |

'Reason Code' Lack of Work
 *Enter Rationale for Reductions/Eliminations
 Student no longer at site so Spec Ed Asst not needed.


Submitted by N200091 Rene Schroeder 08/31/05 8:31:53PM

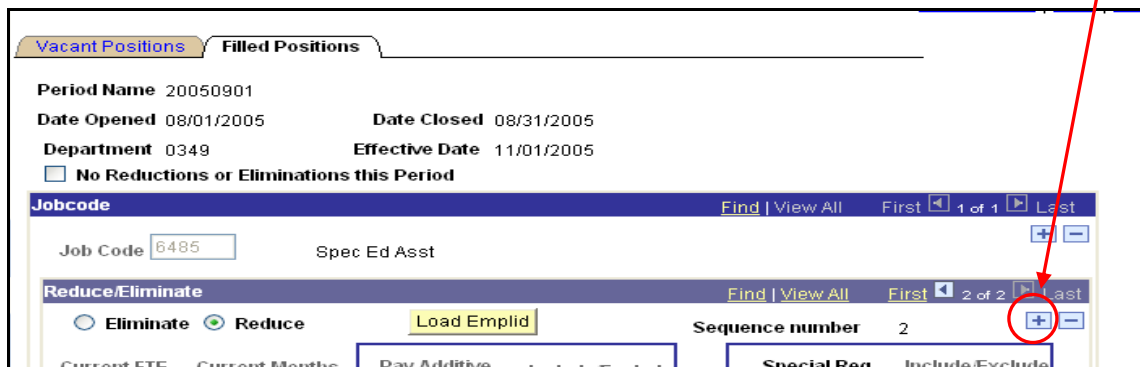
| Position Number | FTE | Account Code |
|-----------------|----------|---------------------------|
| 1 10006162 | 0.625000 | 0349331000021010221014260 |

Save Return to Search Next in List Previous in List Add Update/Display

[Vacant Positions](#) | [Filled Positions](#)

1. To submit a filled position for reduction, click the “**Filled Positions**” tab and enter the following information:
 - Enter **Job Code** of the position(s) to be reduced.
 - Select **Reduce** radio button.
 - Enter **Current FTE** of the position in this jobcode to be reduced.
 - Enter **Current Months** of the position in this jobcode to be reduced.
 - If you need to reduce a position that has a bilingual or special requirement, or if you need to ensure that a position with a bilingual or special requirement is not reduced, see *Chapter 3 Pay Additives and Special Requirements*.
 - Click “**Load Emplid**” button for system to find the least senior employee in the department, job code, FTE and Months specified. *NOTE: Employee’s data from their current assignment will be displayed on page for verification.*
 - Enter **Proposed FTE** that the position will be reduced to.
 - Enter **Proposed Months** that the position will be reduced to.
 - Enter **Reason Code**—Select reason for this reduction.
 - Enter comments related to this position reduction into the “**Enter Rationale for Reductions/Eliminations**” box. This is a required field and will appear on Board reports.
 - Following are some examples of rationale given when reason is lack of funds:
 - Declining enrollment
 - Grant/special funding ending
 - Following are some examples of rationale given when reason is lack of work:
 - Duties are being reassigned due to reorganization
 - Duties no longer exist
 - Position now requires bilingual skills
 - Click the **Save** button.

2. To enter a reduction of another filled position in the **same job code**, click the  button in the **Reduce/Eliminate section** to insert a new row. (Remember, all eliminations must be entered before reductions are entered.) Enter the information described in step 1 above for the additional position(s) to be reduced, except Job code, which is already provided.




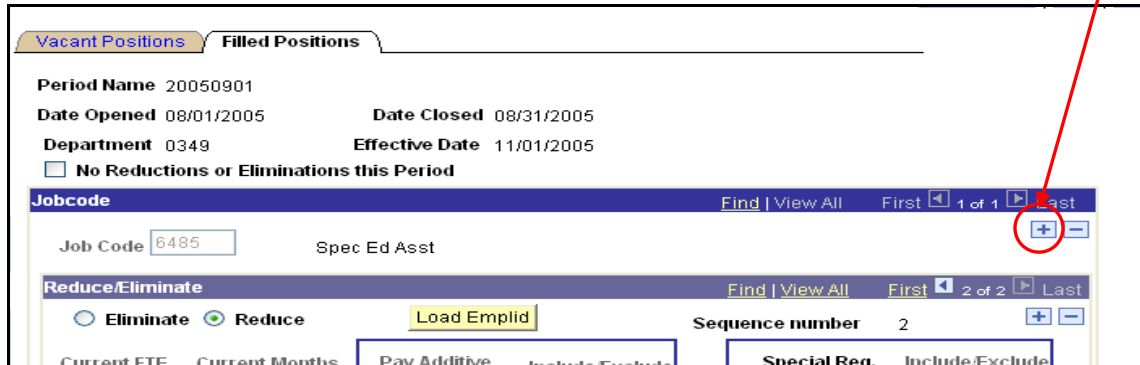
The screenshot displays the 'Filled Positions' tab in a web application. At the top, there are tabs for 'Vacant Positions' and 'Filled Positions'. Below the tabs, the following information is shown:

- Period Name: 20050901
- Date Opened: 08/01/2005
- Date Closed: 08/31/2005
- Department: 0349
- Effective Date: 11/01/2005
- No Reductions or Eliminations this Period

The 'Jobcode' section shows a search bar with '6485' entered, and the result 'Spec Ed Asst' is displayed. Navigation buttons for 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible.

The 'Reduce/Eliminate' section has two radio buttons: 'Eliminate' (unselected) and 'Reduce' (selected). A 'Load Emplid' button is present. Below this, there is a 'Sequence number' field with the value '2'. A red circle highlights a plus icon (+) in the 'Reduce/Eliminate' section, with a red arrow pointing to it from the right side of the page.

3. To enter a reduction of another filled position in a **different job code**, click the  button to insert a new row in the **Jobcode** section.



The screenshot displays a web application interface for managing positions. At the top, there are two tabs: 'Vacant Positions' and 'Filled Positions', with 'Filled Positions' selected. Below the tabs, the following information is displayed:

- Period Name: 20050901
- Date Opened: 08/01/2005
- Date Closed: 08/31/2005
- Department: 0349
- Effective Date: 11/01/2005
- No Reductions or Eliminations this Period

The 'Jobcode' section is highlighted in blue and contains the following elements:

- Find | View All | First | 1 of 1 | Last
- Job Code: Spec Ed Asst
- A plus button (+) and a minus button (-) are located at the end of the section, with the plus button circled in red and a red arrow pointing to it from the text above.

The 'Reduce/Eliminate' section is also highlighted in blue and contains the following elements:

- Find | View All | First | 2 of 2 | Last
- Eliminate Reduce
- Sequence number: 2
- Buttons: +, -
- Fields: Current ETE, Current Months, Pay Additive, Special Reg, Include/Exclude

Chapter 3 – Pay Additives and Special Requirements

When a more specific need exists, you can include pay additives (such as bilingual) and special requirements (such as gender, ADA accommodation, language or musical instrument) in the search criteria. You may need to reduce a particular position but need to keep an employee with a special requirement like Spanish or a bilingual pay additive, or you may want to reduce only positions that do include these specialized skills.

Vacant Positions
Filled Positions

Period Name 20050901
Date Opened 08/01/2005 **Date Closed** 08/31/2005
Department 0349 **Effective Date** 11/01/2005
 No Reductions or Eliminations this Period

Jobcode Find | View All First 1 of 1 Last

Job Code Spec Ed Asst + -

Reduce/Eliminate Find | View All First 2 of 2 Last

Eliminate **Reduce** Load Emplid **Sequence number** 2 + -

| | | | | | |
|---------------------------------------|-------------------------------------|------------------------------------|----------------------------------|------------------------|------------------------|
| Current FTE | Current Months | Pay Additive | Include/Exclude | Special Req. | Include/Exclude |
| <input type="text" value="0.625000"/> | <input type="text" value="L 10 T"/> | <input type="text" value="BIL"/> 🔍 | <input type="text" value="E"/> 🔍 | <input type="text"/> 🔍 | <input type="text"/> |

| Proposed FTE | Proposed Months | Proposed Pay Additive | Class Sen Dt | Cmpny Sen Dt | Hire Date |
|----------------------|----------------------|------------------------|--------------|--------------|------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> 🔍 | 10/23/2003 | 10/23/2003 | 10/23/2003 |

| EmplID | Rcd Nbr | Name | Pay Additive | Special Req. |
|--------|---------|------|--------------|--------------|
| 131213 | 0 | | | |

***Reason Code**

***Enter Rationale for Reductions/Eliminations**

Bilingual Pay Additive

Use this section to specifically reduce or eliminate—or specifically exclude from reduction or elimination—a position with a bilingual pay additive.

- To **exclude those with a bilingual pay additive** from being selected for reduction or elimination:
 - Click the magnifying glass for Pay Additive and select BIL
 - Click the magnifying glass for Include/Exclude (in the same box) and select “E” Exclude

- To **find only those with a bilingual pay additive** to be selected for reduction or elimination:
 - Click the magnifying glass for Pay Additive and select BIL
 - Click the magnifying glass for Include/Exclude (in the same box) and select “I” Include

NOTE: Leaving the Pay Additive and Include/Exclude fields blank will find the least senior person regardless of whether that employee has a bilingual pay additive or not.

Vacant Positions | Filled Positions

Period Name 20050901
 Date Opened 08/01/2005 Date Closed 08/31/2005
 Department 0349 Effective Date 11/01/2005
 No Reductions or Eliminations this Period

Jobcode Find | View All First 1 of 1 Last

Job Code 6485 Spec Ed Asst

Reduce/Eliminate Find | View All First 2 of 2 Last

Eliminate Reduce Load Emplid Sequence number 2

Current FTE 0.625000 Current Months L 10 T

Pay Additive Include/Exclude Special Req. SPANIS Include/Exclude

| Proposed FTE | Proposed Months | Proposed Pay Additive | Class Sen Dt | Cmpny Sen Dt | Hire Date |
|--------------|-----------------|-----------------------|--------------|--------------|------------|
| | L 10 T | | 04/01/2002 | 04/01/2002 | 01/11/2002 |

EmpID 114427 Rcd Nbr 0 Name Pay Additive Special Req. SPANIS

Enter Rationale for Reductions/Eliminations

Special Requirements

Special requirements include any specialized skills or qualities required for the position. For example, a Spanish speaker may be required (regardless of whether a Bilingual pay additive exists for the position). Or, certain special education positions may require that the person be male, or be female. This information must already be coded in the employee's job data on PeopleSoft in order for the employee to be taken into consideration (or specifically excluded) in a search for the least senior employee.

Use this section to specifically reduce or eliminate—or specifically exclude from reduction or elimination—a position with such special requirements.

- To **exclude those with a Special Requirement** from being selected for reduction or elimination:
 - Click the magnifying glass for Special Requirement and select the appropriate value
 - Click the magnifying glass for Include/Exclude (in the same box) and select “E” Exclude

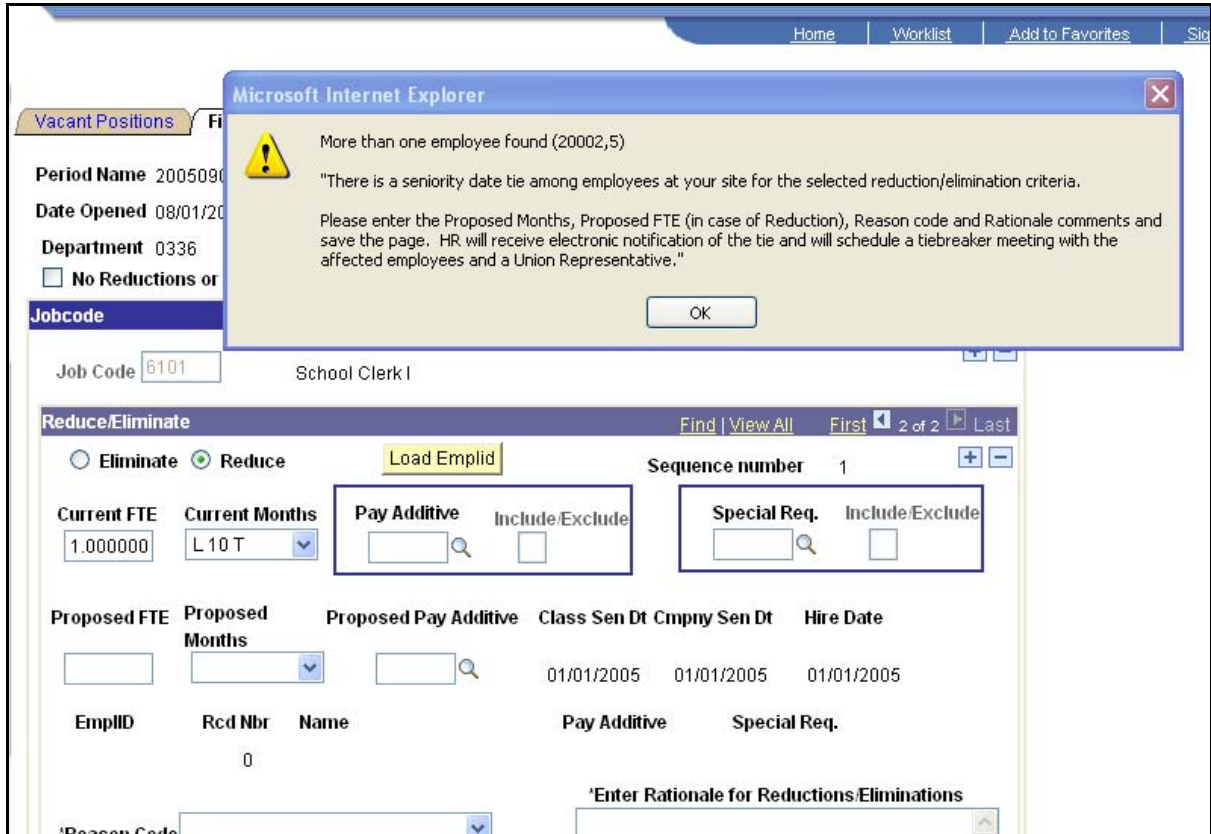
- To **find only those with a Special Requirement** to be selected for reduction or elimination:
 - Click the magnifying glass for Special Requirement and select the appropriate value
 - Click the magnifying glass for Include/Exclude (in the same box) and select “I” Include

NOTE: Leaving the Special Requirement and Include/Exclude fields blank will find the least senior person regardless of whether that employee has a special requirement or not.

Chapter 4 – Ties in Seniority

There may be occasions where the criteria entered for a Filled Position reduction or elimination results in a seniority tie for one or more employees. That is, two or more employees have the same seniority dates (Classification Seniority Date, Company Seniority Date, and Hire Date). A resolution of the tie requires intervention from HR and a Union Representative.

If such a tie occurs, the message shown below will appear when you click the “**Load Emplid**” button.



To continue your processing for this scenario, as the message directs you will need to:

- Enter **Proposed Months**.
- Enter **Proposed FTE**.
- Enter **Proposed Pay Additive** (if applicable).
- Enter **Reason Code**.
- Enter comments in the “**Enter Rationale for Reductions/Eliminations**” box.
- Click the **Save** button.

The system will then send notification to HR of the tie. Once a resolution is determined, HR will enter the correct Employee ID into the system, complete processing for this record, and notify you of the resolution.

Chapter 5 – Viewing or Changing Data after Submission

You may need to change an elimination or reduction after you have already saved the submission. This is allowed within the active Bumping Period. Viewing a previously saved record can be performed at any time, although after the Bumping Period has ended you will not be able to add, change or delete records.

PeopleSoft.

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Workforce Reports
 - Layoff and Bumping Process
 - Submit Reduction/Elimination
 - PAR Instructions
 - Personnel Action Request
 - PAR Search
- Benefits
- Time and Labor
- Workforce Development
- Workforce Monitoring
- Set Up HRMS
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- Application Diagnostics
- Reporting Tools
- PeopleTools

Position Reduction/Elimination

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Period Name: begins with

Department: begins with

Case Sensitive

[Basic Search](#)

Find an Existing Value | [Add a New Value](#)

Viewing a previously saved record

- Log into PeopleSoft and from the menu, click Workforce Administration > Layoff and Bumping Process > Submit Reduction/Elimination
- Enter the **Period Name**.
- Enter your **Department**.
- Click the **Search** button.

After a record is saved, all fields are grayed out (uneditable).

Vacant Positions **Filled Positions**

Period Name 20050901
 Created 08/01/2005 **Date Closed 08/31/2005**
 Department 0349 Effective Date 11/01/2005
 No Reductions or Eliminations this Period

Records cannot be changed after the "Date Closed" date.

Jobcode Find | View All First 1 of 2 Last
 + -

*Job Code 6086 Student Info Sys Site Techn II

Reduce/Eliminate Find | View All First 1 of 1 Last
 + -

Eliminate Reduce *Position Number 20011346
 Current FTE 1.000000 Current Work Year L 11 *Reason Code Lack of Funds
 Proposed FTE Proposed Work Year Proposed Pay Additive *Enter Rationale for Reductions/Eliminations Declining Enrollment
 Submitted By 151177 Elba Morales 02/02/10 4:25:47PM

| Position Number | Current FTE | Proposed FTE | Combination Code |
|-----------------|-------------|--------------|---------------------------|
| 1 20011346 | 1.000000 | | 0349000100024051500010000 |

Changing a previously saved record

To change previously saved records, you must delete the entire row and reenter new search criteria, which may result in a different least senior employee. Records can only be changed prior to the "Date Closed" date (period end date).

To delete a previously saved row:

- Click the button in the Reduce/Eliminate section to delete only the search criteria and affected employee if you need to enter new criteria for the same jobcode (e.g.. you may still want to eliminate jobcode 6086 in the example above but now want to eliminate a full 1.00000 FTE rather than the 0.75000 FTE). If done for a Filled Position, enter the new criteria and click the Load Emplid button to find the least senior employee matching the new criteria.
- Click the button in the Jobcode section to delete the entire Jobcode and all data beneath it.

Glossary

| Term | Description |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bilingual Additive | See “Pay Additive” below. |
| Bump Period | Describes the time period during which a certain layoff is processed. Each Bump Period is given a unique Period Name (see below), and is associated with a specific Date Opened and Date Closed (see below). Each Bump Period also has an Effective Date, on which all layoffs and consequent bumps will take effect. |
| Date Opened | The first day the Site Administrator or Department Head can enter eliminations or reductions for the given Bump Period. |
| Date Closed | The last day the Site Administrator or Department Head can enter eliminations or reductions for the given Bump Period. After this date, no changes can be made. |
| Effective Date | The date the position reductions and eliminations will take effect. (Usually July 1 for Fall periods and the beginning of semester 2 for Spring periods.) |
| Job Code | A 4-digit number associated with a job title or job classification. For example, job code 6000 is Clerk Typist I. Job code 6481 is Classroom Assistant. |
| Pay Additive | Additional pay given for certain requirements of the job. There are many pay additives, but the Layoff/Bumping module is concerned only with the pay additive “Bilingual”. In this module, the Administrator can indicate if a position including a Bilingual pay additive is to be either specifically reduced/eliminated or specifically excluded from reductions/eliminations. If this field is left blank, this indicates that the Bilingual pay additive is not a factor either way in the reduction/elimination decision. |
| Period Name | The name given to a bump period. For example, Spr 2/06 for Spring 2006 or Fal 7/06 for Fall 2006. |

| | |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Special Requirements | Indicates a special requirement that an individual must meet in order to fill the position. For example, a language, such as Spanish or Tagalog, gender, or a musical instrument that the individual must be proficient in. In the Layoff/Bumping module, the Administrator can indicate if a position including a special requirement is to be either specifically reduced/eliminated or specifically excluded from reductions/eliminations. If this field is left blank, this indicates that the special requirement is not a factor either way in the reduction/elimination decision. |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|