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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.

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.
Entering eliminations for vacant positions
Position eliminations must be entered prior to position reductions.

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:
o Declining enrollment
o Grant/special funding ending

Following are some examples of rationale given when reason is lack of work:
o Duties are being reassigned due to reorganization
o Duties no longer exist
o 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”.

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.
Entering reductions for vacant positions

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

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.

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.
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.

1. 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:
  o Declining enrollment
  o Grant/special funding ending

  Following are some examples of rationale given when reason is lack of work:
  o Duties are being reassigned due to reorganization
  o Duties no longer exist
  o 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”.

![Image of Position Management System interface]

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
3. 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.

**Entering reductions for filled positions**

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

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**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.
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.

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).

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bilingual Additive</td>
<td>See “Pay Additive” below.</td>
</tr>
<tr>
<td>Bump Period</td>
<td>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.</td>
</tr>
<tr>
<td>Date Opened</td>
<td>The first day the Site Administrator or Department Head can enter eliminations or reductions for the given Bump Period.</td>
</tr>
<tr>
<td>Date Closed</td>
<td>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.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>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.)</td>
</tr>
<tr>
<td>Job Code</td>
<td>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.</td>
</tr>
<tr>
<td>Pay Additive</td>
<td>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.</td>
</tr>
<tr>
<td>Period Name</td>
<td>The name given to a bump period. For example, Spr 2/06 for Spring 2006 or Fal 7/06 for Fall 2006.</td>
</tr>
<tr>
<td>Special Requirements</td>
<td>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.</td>
</tr>
</tbody>
</table>