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**SR82790**

Furlough/Salary Reduction One-Time Program Modification

**Objective:**

Modify the reduction one-time program to allow changes to Plan begin and end dates.

**Project Type:**

PPS Modification

**Requested by:**

Payroll Managers

**Analyst:**

Shaun Ruiz

**Urgency:**

Date Mandated – must be released in time for campuses to test and install prior to running the monthly payroll compute for October earnings.

**Target Processing Deadline:**

Campuses should schedule the release as soon as it becomes available and in the normal sequence for release installations.

**Statement of Business Need:**

This modification is needed for the implementation of the furlough/salary reduction program for the Librarians (LX Unit).

**Background:**

Recently, the professional librarians in Unit 17 ratified its participation in the University's Furlough/Salary Reduction Program. As a result, the effective furlough/salary reduction period for librarians is October 1, 2009 – September 30, 2010. The first pay check to be affected for librarians is the November 1, 2009 check.

In order to establish the reduction distributions on the EDB, each campus must re-run the reduction one-time program (Release 1876) prior to the monthly compute for October earnings. The following information should be used to run the one-time program:

- Date Parameters
  - Monthly - Begin: 10/01/2009, End: 09/30/2010
  - Biweekly – Begin: 10/04/2009, End: 10/02/2010
  
- Unit Code: LX

**Current Process:**

None

**Proposed Process:**

Modify the Factor File used by the One-Time Reduction Program (PPO1876B) so that it contains the appropriate effective dates for the LX Unit.