



REDUCTION OF HOURS

Before creating the Revision to reduce hours you must first review the hours already worked by the employee.

To check the hours worked:

Click on ‘Review Employee Action’. Search by Empl ID or Last Name and then click on ‘Select’ to open screen.



In this example this employee already worked (471 + 0) hours, so we won't be able to reduce hours to 300 because it will give you a negative budget hours. You can reduce the hours to $\geq 471 + \text{current timesheet hours}$.

Department: Human Resources Operations / 80174 [Other Revision]			
Begin Date:	07/01/2019	End Date:	06/30/2020
		ACTIVE	C/A
Budget Hours:	569.00	Rate:	15.30
Hours Worked:	0.00	Prior S/L:	0.00
O/T Worked:	0.00	A/L Earned:	0.00
Shift Worked:	0.00	A/L Transferred:	31.50
Hour Available:	569.00	S/L Earned:	0.00
		A/L Used:	0.00
		S/L Transferred:	23.50
		A/L Adjusted:	0.00
		S/L Used:	0.00
		A/L Available:	0.00
		S/L Adjusted:	0.00
		S/L Available:	0.00

Department: Human Resources Operations / 80174 [Reappointment]			
Begin Date:	07/01/2019	End Date:	12/18/2019
		INACT	C/A
Budget Hours:	471.00	Rate:	15.30
Hours Worked:	471.00	Prior S/L:	10.82
O/T Worked:	0.00	A/L Earned:	31.50
Shift Worked:	0.00	A/L Transferred:	0.00
Hour Available:	0.00	S/L Earned:	23.50
		A/L Used:	0.00
		S/L Transferred:	0.00
		A/L Adjusted:	0.00
		S/L Used:	13.00
		A/L Available:	0.00
		S/L Adjusted:	0.00
		S/L Available:	0.00

To reduce the hours:

Click on 'Review Appointments' tab



Search for employee by First, Last name, or Empl ID

Specify the parameters you would like to search for

PAF Date: (From) <input type="text"/>	(To) <input type="text"/>	Fiscal Year: 2020 <input type="text"/>
Name: (Last) <input type="text"/>	(First) <input type="text"/>	PAF Type: <input type="text"/>
PAF Status: <input type="text"/>	Title: <input type="text"/>	Empl ID: <input type="text"/>
Dept No: <input type="text"/>		<input type="button" value="Search"/> <input type="button" value="New PAF"/> <input type="button" value="Close"/>

Click 'Search'



Click on 'View PAF' on the right hand side of the screen when you have found the employee you wish to Revise.

PAF Date	Dept Code	Dept Name	Last Name	First Name	Empl ID	Title	Status	Control #	
							ACTIVE	152398	View PAF

At the bottom of the PAF, click on 'Revision'

Approval Signatures	
Supervisor <input type="text"/>	Chair/Director <input type="text"/>
VP/Prov <input type="text"/>	H/R Officer <input type="text"/>
Deny this PAF <input type="text"/>	
<input type="button" value="Print"/>	<input type="button" value="E-Mails"/> <input type="button" value="Revision"/> <input type="button" value="Modify"/> <input type="button" value="Remove"/> <input type="button" value="Separation"/> <input type="button" value="Close"/>

Select the Action Type 'Change Hour'. Enter the new amount of hours, in this example, the budget Hrs should be \geq to the worked hours. In this example, it will be \geq 504.5 (471 + 33.5 current timesheet hours). The Budget Hrs can't be less than the worked hours. In this example, the employees appointment was 1040 for the entire fiscal year, so now I will reduce the hours to 600, which means that the employee can work another 95.5 hours more.

Action Type:	<input type="radio"/> Change Hour	<input type="radio"/> Change Rate	<input type="radio"/> Change Date	<input type="radio"/> Other Revision	<input type="radio"/> Separation	Year: 2020
Date:	12/26/2019	Empl ID:	[Search Employee]			
* Last Name:	[Redacted]	* First Name:	[Redacted]			
* Address:	[Redacted]	* City:	[Redacted]			
* State:	[Redacted]	* Zip:	[Redacted]			
Phone #:	[Redacted]	Work Phone:	[Redacted]			
* Title:	College Assistant H	Position #:	[Redacted]	JSN:	1	
* Rate/Hour:	15.30	* Budget Hrs:	1040 /Appt	569 /PAF		
* Appt. Start Date:	7/1/2019	* Appt. End Date:	6/30/2020			

Action Type:	<input checked="" type="radio"/> Change Hour	<input type="radio"/> Change Rate	<input type="radio"/> Change Date	<input type="radio"/> Other Revision	<input type="radio"/> Separation	Year: 2020
Date:	12/26/2019	Empl ID:	[Search Employee]			
* Last Name:	[Redacted]	* First Name:	[Redacted]			
* Address:	[Redacted]	* City:	[Redacted]			
* State:	[Redacted]	* Zip:	[Redacted]			
Phone #:	[Redacted]	Work Phone:	[Redacted]			
* Title:	College Assistant H	Position #:	[Redacted]	JSN:	1	
* Rate/Hour:	15.30	* Budget Hrs:	600 /Appt	440 /PAF		
* Appt. Start Date:	7/1/2019	* Appt. End Date:	6/30/2020			

Add a brief comment in the 'Comments' area explaining what was changed on the PAF

Comments:	[Text Area]
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Click 'Save'

Save	Cancel
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