



Office of the State Comptroller
PAYROLL BULLETIN

Subject Voluntary Reduction in Work Schedule Program	Bulletin No. P-486
	Date June 13, 1986

The Voluntary Reduction in Work Schedule (VRWS) program has been extended for two years, through 1987-88, for employees in the Professional, Scientific and Technical Services Unit (NU 05) and for Management/Confidential employees (NU 06, 46, 66, 13 and 18). The minimum reduction is 5% and the maximum is 30% in 5% increments.

The program is available only to full-time annual-salaried employees who have 26 consecutive payroll periods of full-time annual-salaried State service prior to entering a VRWS program. Additionally, employees who were eligible to participate in the 1984-86 VRWS program continue to be eligible to participate in the 1986-88 program, even if they never exercised their option to actually participate under the 1984-86 program. Time on VRWS, Sick Leave at Half Pay, Workers' Compensation Leave, or short-term disability leave under the Income Protection Plan is counted as full-time annual-salaried service.

The Program Guidelines for the Voluntary Reduction in Work Schedule Program have been issued by the Governor's Office of Employee Relations (memo dated 5/21/86).

The definition and block requirements for VOL REDUCT are as follows:

VOL REDUCT...Voluntary Reduction in Work Schedule
Use this code to report a change in part-time percentage as a result of participation in the voluntary reduction in work schedule program.

GROUP 1
CLASS P

Complete blocks 01 through 06 and the following:

- #07 Transaction Code - enter VOL REDUCT
- 08 Line Changed To - if applicable
- 12 Trans Effective Date - enter B.O.B. (beginning of business) date
- 13 Title Code & Title
- 14 Jur Class
- 15 Salary Grade
- 16 Negotiating Unit
- 18 Appointment Code
- 21 Pay Basis Code
- 22 Salary Rate
- 23 Gross (Add)
- 24 Normal (Deduct)
- 25 Part-Time % - enter VRWS percentage
(70%-95% in 5% increments)
- 26 Time Paid

- NOTE: 1. If an appointment, promotion, reinstatement, etc., type transaction and a voluntary reduction in work schedule occur at the same time, use transaction code APPT MULTI (refer to Chapter C, Section 5, page 68 of the Agency Payroll Manual for the block requirements).
2. To report a change in Annual Salary Factors during the same payroll period AD SAL FAC must be reported on the PR-75 as an additional transaction code.
3. After the voluntary reduction in work schedule agreement has been completed, use the transaction code CHG PT FUL to return the employee to full time employment.

Banked (unused) VR time must be liquidated by September 30, 1988. Prior to this date, unused VR time will be paid at the full daily rate upon layoff, resignation, termination, retirement or death. Upon movement of an employee from one agency to another or between facilities or institutions within an Office or Department, unused VRWS time will be paid by the agency in which the VRWS time was earned unless the employee requests and the new agency accepts the transfer of the VRWS time.

Employees who are unable to use these credits accrued for the 84-86 Program by September 30, 1986, due to management requirements predicated on workload, will be paid for unused credits. This provision will also apply for the 87-88 program.

The definition and block requirements for LSP VR are as follows:

LSP VR...Lump Sum Pay for Voluntary Reduction in Work Schedule.
Use this code to report a lump sum payment of unused accumulated VR days upon layoff, resignation, termination, retirement or death prior to September 30, 1988, and for credits remaining unused at the time of transfer or at the end of the program.

GROUP 3
CLASS B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter LSP VR (if this block is filled, use the first available additional transaction code block)

23 Gross (Add)
24 Normal (Deduct) - if applicable
49 Misc. Block A - number of days and/or decimal parts of a day VR time is to be paid
50 Misc. Block B - amount to be paid for accumulated VR days calculated at the salary in effect at time of separation.

Remarks Section on the PR-75 state inclusive dates of the Voluntary Reduction of Work Schedule Program.

This payment will appear in the "Additional Salary Information Section" on the check stub and on the Payroll Register with the code VLS.

If there are any questions regarding this bulletin, please call the Payroll Planning Unit on (518) 474-1246 or 474-1247.

