Configuration & Timecard Changes for ERIT Employees

Before determining if an employee’s timecard needs to be updated with ERIT (Employee-Initiated Reduction In Time)*, the employee should have ERIT applied to them in UCPath. Once applied in UCPath, an employee’s configuration may need to be updated in Kronos.

*Note that part-time and full-time employees on ERIT are employees who have voluntarily initiated a reduction in time, and accrue leave at their pre-ERIT rate. This is distinct from employees who reduce their FTE without using ERIT, as they will accrue leave in proportion to their new, reduced FTE.

Non-Exempt Employees - Configuration

Non-exempt employees on ERIT should have ERIT applied to them in UCPath. Once UCPath is updated, departments should evaluate if a change to Kronos configuration, such as their Pay Rule, is needed.

Non-exempt employees should receive holiday pay proportionate to their working FTE, rounded to the nearest full-hour increment. Employees will need their Pay Rule updated to reflect their new proportion of holiday hours. Instructions on how to update an employee’s Pay Rule can be found in the Employee Setup job aid at www.timekeeping.ucsb.edu.

Non-Exempt Employees - Timecard

Non-exempt employees need to have the ERIT pay code entered onto their timecard. ERIT does not strictly replace all Hours Worked on a timecard; it supplements Hours Worked to ensure that an employee’s timecard still reflects their pre-ERIT number of total hours.

For example, if a full-time, non-exempt employee begins ERIT and works 6 hours per day, each workday should have 6 hours on pay status and 2 hours of ERIT. Their biweekly timecard should have 60 hours on pay status and 20 hours of ERIT, for a total of 80 hours.

ERIT hours do not count toward overtime calculations, and normal overtime rules still apply for any given employee. If the employee works a consistent schedule, then you can set up a schedule in Kronos that will automatically apply ERIT onto their timecard.

1. Select the employee whose schedule you would like to create
2. Click "Go To" and select "Schedules" from the drop-down
3. Select the desired dates from the drop-down, either by using one of the existing time periods, or the calendar feature
4. Right-click on the employee's name in the left column and select "Schedule Pattern."
5. Select the Anchor Date. This is the start date of the pattern and it defines the first week of the pattern.
6. Select Start Date – must be on or after Anchor Date
7. Select End Date or Forever if you do not want the schedule to end
8. Set "Define Pattern for"
   a. If an employee has the same schedule every week, enter in "1" and select "Week(s)."
   b. If an employee has 2 alternating weekly schedules, enter "2" and select "Week(s)." etc.
c. Alternatively, you can click the "+" sign in the table at the bottom.

9. Click “Add Pay Code”
   a. Select “ERIT” for Pay Code
   b. Enter the desired hours in “Amount”
   c. Enter the “Start Time” of the shift
   d. Click “Apply”

10. Enter the desired shift start and end time that you would like for each day.
    a. You can right-click on the first entry and click copy. Then you can right-click on the following days and click paste, if the information is the same

11. Click “Apply,” then “OK”

12. Click Save in the upper right corner.

If the employee’s schedule varies, they can add their own ERIT hours onto their timecard. To configure an employee with the “ERIT” pay code, update Pay Codes “Edit” Profile to “NE Hours Worked Employee wERIT” (People Editor > Job Assignment tab > Employee Role > Pay Codes “Edit” Profile).

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**Exempt Employees - Configuration & Timecard**

Exempt employees should have ERIT applied to them in UCPath. It is not necessary for exempt employees to enter ERIT on their timecard. Since these employees only need to track leave taken, they will need their Accrual Profile updated to a “non-8” version in order to record leave in increments other than 8 hours. Instructions on how to update an employee’s Accrual Profile can be found in the job aid Employee Setup at www.timekeeping.ucsb.edu.
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Holiday hours do not upload for Monthly Salaried employees, so it would not impact pay if an MO-S employee was on 50% ERIT and still had 8 hours of holiday listed on their timecard. (You can still manually enter a new line on the timecard and input negative holiday hours if desired, so that the timecard reflects the actual amount of holiday hours. Holiday adjustments can be scheduled beforehand in the Schedules widget.)