Deficit Reduction Plan
Guidelines for
Public Employees Federation
What is the Deficit Reduction Plan?

- A reduction in compensation by 9 days for FT employees over the course of thirty-six pay periods. Part-time and Hourly employees will be prorated appropriately.
When can I expect to see my compensation reduced?

- 2011/2012 Plan – starting with the November 23, 2011 check
- 2012/2013 Plan – starting with the April 11, 2012 check
How much will my compensation be reduced?

- 4.198% reduction for remaining 10 pay periods in 2011–2012.
- 1.847% for all 26 pay periods 2012–2013.
The Deficit Reduction will not affect the following:

- Longevity Payments
- Holiday Pay
- Overtime Pay
- Overtime Meals
- Lump Sum Payments for Accruals upon Separation
- Over 40 Cash Out
- Unpaid Leave
The following will be affected by the Deficit Reduction:

• Shift Differential
• Extra Time
• Extra Service
What you may see on your paycheck:

D1P:  11–12 Deficit Reduction PEF

D2P:  11–12 Deficit Reduction Other PEF

D4P:  12–13 Deficit Reduction PEF

D5P:  12–13 Deficit Reduction Other PEF
When can DRL credits be used?

DRL (time-off) is available for use beginning 11/04/11.
To use DRL credits you must:

• You must obtain your supervisors approval.

• Provide reasonable advance notice of time-off request.

• DRL credits may not be used to cover unscheduled absences.
# Leave Request Form

**STATE UNIVERSITY OF NEW YORK AT ONEONTA**

**To:** SUPERVISOR

**REQUEST TO LEAVE CREDITS**

<table>
<thead>
<tr>
<th>VACATION</th>
<th>SICK</th>
<th>PERSONAL</th>
<th>HOLIDAY</th>
<th>COMPENSATORY</th>
<th>DRL</th>
</tr>
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<tbody>
<tr>
<td>Regular</td>
<td>Individual</td>
<td>Regular</td>
<td>Regular</td>
<td>Regular</td>
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<tr>
<td>Family</td>
<td></td>
<td>Tardiness</td>
<td>Floating</td>
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<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
<th>DATE</th>
<th>PERIOD</th>
<th>TIME</th>
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<td>From:</td>
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<td>To:</td>
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<tr>
<th>TOTAL HOURS:</th>
<th>APPROVED</th>
<th>DISAPPROVED</th>
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<tbody>
<tr>
<td>Employee</td>
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<td>Signature:</td>
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<td>Date:</td>
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| Supervisor   |          |             |
| Signature:   |          |             |
| Date:        |          |             |
# STATE UNIVERSITY OF NEW YORK AT ONEONTA TIME RECORD

**Name:**
**Department:**
**Beginning Unit:** Admin.  Oper.  ISU  PS/FT  MCC  Mine  E2
**Bldg.:**
**Room:**
**Phone:**

**Work Schedule:**
**Days:**
**Begin:**
**End:**

**Anniversary:**
**Vacation:**
**Dates:**
**Personal:**

## TWO-WEEK PERIOD

**Begin:**
**End:**
**Mon.:**
**Tues.:**
**Wed.:**
**Thurs.:**
**Fri.:**
**Sat.:**
**Sun.:**

### RECORD HOURS 'IN' AND 'OUT' DAILY

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<th>DAY</th>
<th>ENTER</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>HR</th>
<th>HOURS WORKED</th>
<th>EARNED C/T.</th>
<th>TOT. PAID</th>
<th>COME TIME</th>
<th>OVERTIME</th>
<th>TOTAL TIME</th>
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<tbody>
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<td></td>
<td>DATE</td>
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**TODALS**

### TIME SUMMARY

<table>
<thead>
<tr>
<th>ANN. LEAVE</th>
<th>SICK LEAVE</th>
<th>PERSONAL</th>
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<tbody>
<tr>
<td>REG.</td>
<td>OVERTIME</td>
<td>FLOAT</td>
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</tbody>
</table>

**Employee's Signature:**
**Date:**

**Supervisor's Signature:**
**Date:**

SEE OTHER SIDE
Use it or Lose it

• All DRL credits must be exhausted by close of business 3/31/13 or forfeited.

• DRL credits cannot be used as part of the Leave Donation Program.
• In most cases, if you transfer to a PEF position in a different agency, your unused DRL credits will transfer with you.
• This slideshow will be available under “What’s New” on the Payroll website at http://www.oneonta.edu/admin/humres/Payroll

• Please contact the Payroll Office at x2504 with any questions.