

### Start Program and the Staffing List:

The University has implemented a new two-year Staff and Academic Reduction in Time (START) Program. The program is in effect from July 1, 2008 through June 30, 2010.

A new How Do I Process an Employee in START? guide is available on the PPS website at <http://pps.ucdavis.edu/howdoi/START/index.cfm>. It provides instructions for enrolling eligible employees in the START Program along with screen shots and instructions for entering time on the roster with the START distributions.

The purpose of the Staffing List is to ensure that there are Base Budget funds for permanent employees. Therefore, The Staffing List does not look at DOS codes for reduced time (rtp, rts, or rtb). Base Budgets should match the distribution amount for Regular Pay DOS codes. A list of all eligible codes is located at <http://www.ormp.ucdavis.edu/documents/staffing/techproginfo.pdf>.

This is an example of how a START distribution will look in PPS. Dist 31 with the Pay End date of 999999 and DOS REG will show on your staffing list as a commitment.

Dist	Actions	C	Account	Sub-A	Obj	S-0	Project			FTE	Dis %
31		3	PSERGEN		SUBS			GENERAL	ADMINISTR	1.00	1.0000
	Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP	
	100104		999999			3400.00	REG				
Dist	Actions	C	Account	Sub-A	Obj	S-0	Project			FTE	Dis %
32	43	3	PSERGEN		SUBS			GENERAL	ADMINISTR		.20000
	Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP	
	070108		063009			3400.00	rtp				