Employee-Initiated Reduction In-Time Program (ERIT)

PROGRAM WORKSHEET FOR PAYROLL REPORTING

A. Employee/Department In	ormation	
Name:	Employee ID#:	
Department Name:	Dept Code:	
B. Establishment of ERIT Pro	gram	
Employee Current FTE %		
ERIT Participation %:		
(minimum reduct	ion of 5% and no more than 50%)	
Effective Date:	End Date:	
(minimum of 30 c	ays participation)	
COA:	Distribution %:	
C. Comments		
PLEASE ATTACH COPY OF AF		
Department Administrator Appro	val:	