How to Take Furlough – Round Two

Hourly Academic and University Staff

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Overview

• How was Round One?
• Round Two Starts January 1
  • Same in Round Two:
    • Furlough obligation is assigned by salary bracket then prorated by FTE
    • Pay is reduced by a percentage across the furlough period (“smoothing”)
    • Report furlough time in your timesheet
    • Benefits are maintained
    • Leave is accrued as normal
  • Different
    • Some Limited Appointees may take a voluntary pay reduction in lieu of furlough time, affected individuals have been contacted
The information in this presentation applies to Hourly Academic and University Staff

- ASSOC RESEARCH SPEC
- FINANCIAL SPECIALIST SENIOR
- HR ASST
- INFORM PROCESS CONSULT
- OUTREACH SPECIALIST
- PAY & BEN SPECIALIST ADVANCED
- RESEARCH SPECIALIST
- SHIP & MAIL ASSOC
- SR ADMIN PRGM SPEC
- SR RESEARCH SPEC
- UNIV CONF COORDINATOR
- UNIV SERVICES ASSOC 2
- UNIV SVC PRG ASSOC
Your Furlough Obligation

- For most people, Round Two’s obligation will be the same as Round One
- Your furlough obligation is listed in your furlough letter
  - Prorated by FTE, start/end date for new/ended appointments
- Keep track of your furlough balance

<table>
<thead>
<tr>
<th>Annualized Salary Range</th>
<th>A-Basis Furlough Obligation</th>
<th>C-Basis Furlough Obligation</th>
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</thead>
<tbody>
<tr>
<td>Less than $50,000</td>
<td>3</td>
<td>2</td>
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<tr>
<td>$50,000 - $80,000</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>$80,001-$150,000</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>More than $150,000</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

Based on your annualized salary on 1/3/2021

Use the OHR “Check Your Furlough Balance” tool
[https://hr.wisc.edu/covid19/furlough/calculator/](https://hr.wisc.edu/covid19/furlough/calculator/)
CHECK YOUR FURLOUGH BALANCE

Click the button to check your furlough balance. Furlough time you have used will be shown here the day after it has been approved by your supervisor (not the day you submit the request).

If you have questions or need assistance, please contact your local human resources department.

Note

This tool only shows hours approved by your supervisor and has a 24+ hour lag.

JOB TITLE: JOB TITLE
Furlough requirement: X hours
Furlough used: Y hours
Furlough remaining: Z hours

Employee ID
Your Employee ID will autofill after you login with Net ID

Check Furlough Balance

https://hr.wisc.edu/covid19/furlough/calculator/
When To Take Furlough Time

- Subject to supervisor approval
- Furlough time can be taken on multiple days in a week
- Furlough time cannot be taken on legal holidays (○) but can be taken before/after legal holidays (□)
- Actual hours worked + paid leave time + furlough cannot exceed your full FTE hours during any week in which you take furlough
- Accrued leave cannot be used instead of a furlough day
- Accrued leave can be combined with furlough time to take a full day off
  - e.g. 2 furlough hours + 6 vacation hours = 8 hours off

Round Two Furlough Period

January 1* - June 30, 2021

* January 1 is a legal holiday, furlough time cannot be taken on legal holidays
Reporting furlough time in HRS

• Furlough needs to be entered within the bi-weekly pay period in which it is taken
  • Nicole will continue to send reminders for when timesheet entry is due

• Supervisor will approve furlough when approving hours worked and other leave taken

• UW how-to guide
Reporting furlough

• Report furlough in hourly increments using the code

```
“%REDF”
```

Percent Reduction

Furlough is how time is reduced from your paychecks
Reporting furlough

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Shift In</th>
<th>Break Out</th>
<th>Break In</th>
<th>Shift Out</th>
<th>Punch Total</th>
<th>Time / Absence Code</th>
<th>Quantity</th>
<th>Sched Hrs</th>
<th>Comp Time</th>
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<td>12:45:00PM</td>
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<tr>
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<td>+</td>
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<tr>
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%REDF - Pd % Reduction - Furlough: 8.00
Furlough Pay Reduction

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<td>02/11/2021</td>
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<td>02/14/2021 - 02/27/2021</td>
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<td>02/28/2021 - 03/13/2021</td>
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<td>03/14/2021 - 03/27/2021</td>
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<tr>
<td>03/28/2021 - 04/10/2021</td>
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<td>04/11/2021 - 04/24/2021</td>
<td>05/06/2021</td>
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<tr>
<td>06/06/2021 - 06/19/2021</td>
<td>07/01/2021</td>
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<table>
<thead>
<tr>
<th>Full Days of Furlough Obligation</th>
<th>Smoothing Percentage Reduction</th>
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<tbody>
<tr>
<td>3</td>
<td>2.50</td>
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<tr>
<td>4</td>
<td>3.33</td>
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<tr>
<td>5</td>
<td>4.17</td>
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<td>6</td>
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</table>
OHR Furlough Information

- **Office of Human Resources Furlough Information**
  - Campus announcements
  - Emergency loan program
  - FAQs
  - Furlough calculator
  - Helpdocs
  - Language assistance
  - Policies

& MORE

Office of Human Resources
608-265-2257
furlough@ohr.wisc.edu

Language assistance is available. Español, Hmoob, བོད་ཡིག, 中文, नेपाली
Spanish, Hmong, Tibetan, Chinese, Nepali

Hourly Academic and University Staff - Round 2 Furloughs
SoP Furlough Information

• **SoP COVID-19 Updates**
  • Deadlines
  • Presentation materials
  • SoP-specific updates

• Paid Leave Options
  • Reach out to Jenni Regan [jenni.regan@wisc.edu](mailto:jenni.regan@wisc.edu)
  • More info here: [https://hr.wisc.edu/docs/covid19/leave-options-for-leave-related-to-covid19.pdf](https://hr.wisc.edu/docs/covid19/leave-options-for-leave-related-to-covid19.pdf)

SoP HR & Payroll
[hrsupport@pharmacy.wisc.edu](mailto:hrsupport@pharmacy.wisc.edu)
Furlough Next Steps

• Start thinking about when you’ll take your furlough days
  • Communicate with your supervisor and seek approval
• Consult your furlough letter
• Reach out with your questions