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UNIVERSITY OF WISCONSIN-MADISON

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 CONSLT
- ✓ 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



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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

	A-Basis Furlough Obligation	C-Basis Furlough Obligation
Less than \$50,000	3	2
\$50,000 - \$80,000	4	3
\$80,001-\$150,000	5	4
More than \$150,000	6	5

Based on your annualized salary on 1/3/2021

Use the OHR "Check Your Furlough Balance" tool

<https://hr.wisc.edu/covid19/furlough/calculator/>



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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](#).

Employee ID

Your Employee ID will autofill after you login with Net ID

[Check Furlough Balance](#)

JOB TITLE: JOB TITLE

Furlough requirement: X hours

Furlough used: Y hours

Furlough remaining: Z hours

Note

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

<https://hr.wisc.edu/covid19/furlough/calculator/>



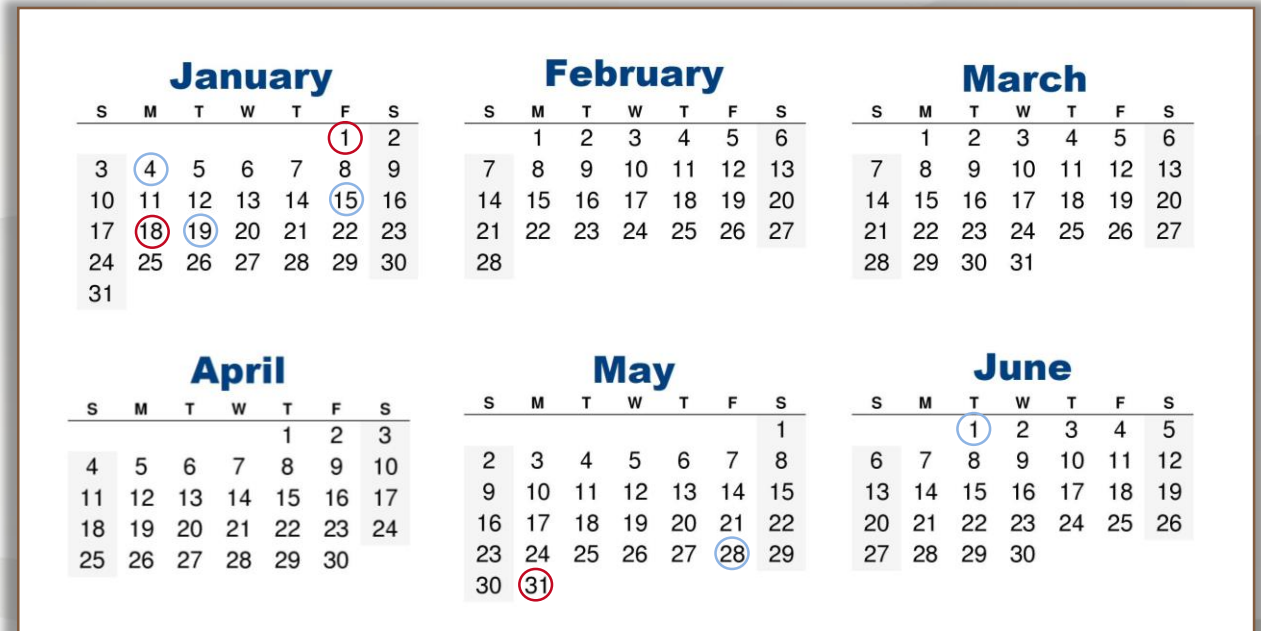
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When To Take Furlough Time

- 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

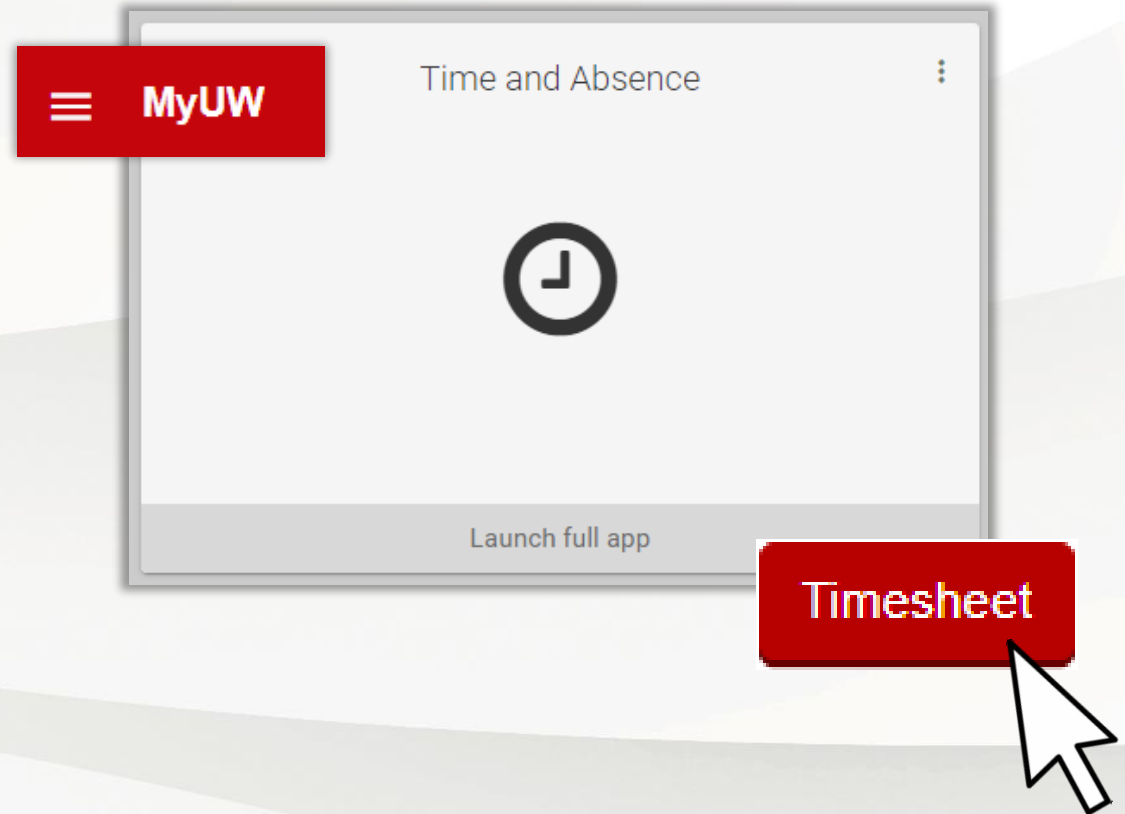


* January 1 is a legal holiday, furlough time cannot be taken on legal holidays



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

is how
Furlough
time is reduced
from your
paychecks

Time / Absence Code

REG00 - Regular Hours
SD225 - Standby (2.25 per hour)
CTUSE - Comp Time Taken
EMRGY - COVID Emergency Leave -BiWkly
ACAHW - ACA Worked Non-Paid Hours
HOLWK - Holiday Worked
FURLH - Furlough Unpaid Day - Biweekly
ALTWK - Alternate Work Week-Reg Hours
CB200 - Call Back 2 Hour Minimum
CTPAY - Comp Time Payout
INCLP - Inclement Weather with pay
%REDF - Pd % Reduction - Furlough
TRMCT - Term Pay-Comp Time

Banked Leave-Sabbatical (CLS)
Emergency FMLA
Jury Duty (CLS)
Leave w/o Pay (CLS)
Legal Holiday (CLS)

Reporting furlough

From 01/31/2021 to 02/13/2021 ?

Timesheet Additional Elements Show all columns by default

Select for Delete				Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun	1/31								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon	2/1	8:00:00AM	11:45:00AM	12:45:00PM	5:00:00PM				0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue	2/2	8:00:00AM	11:45:00AM	12:45:00PM	5:00:00PM				0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed	2/3	8:00:00AM	11:45:00AM	12:45:00PM	5:00:00PM				0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	2/4	8:00:00AM	11:45:00AM	12:45:00PM	5:00:00PM				0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri	2/5						%REDF - Pd % Reduction - Furlough	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat	2/6								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun	2/7								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>										0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>										0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>										0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	2/11								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri	2/12								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat	2/13								0.00	<input type="checkbox"/>



Furlough Pay Reduction

Pay Period	Pay Date
01/03/2021 - 01/16/2021	01/28/2021
01/17/2021 - 01/30/2021	02/11/2021
01/31/2021 - 02/13/2021	02/25/2021
02/14/2021 - 02/27/2021	03/11/2021
02/28/2021 - 03/13/2021	03/25/2021
03/14/2021 - 03/27/2021	04/08/2021
03/28/2021 - 04/10/2021	04/22/2021
04/11/2021 - 04/24/2021	05/06/2021
04/25/2021 - 05/08/2021	05/20/2021
05/09/2021 - 05/22/2021	06/03/2021
05/23/2021 - 06/05/2021	06/17/2021
06/06/2021 - 06/19/2021	07/01/2021

First Impacted Check

Last Impacted Check

Full Days of Furlough Obligation	Smoothing Percentage Reduction
3	2.50
4	3.33
5	4.17
6	5.00



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



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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
- More info here:

<https://hr.wisc.edu/docs/covid19/leave-options-for-leave-related-to-covid19.pdf>

SoP HR & Payroll

hrsupport@pharmacy.wisc.edu



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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

THANK
YOU!



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