How to Take Furlough – Round Two

Hourly Academic and University Staff

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Nicole Woodards, Payroll & Benefits Specialist Advanced
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

Use the OHR “Check Your Furlough Balance” tool
https://hr.wisc.edu/covid19/furlough/calculator/

<table>
<thead>
<tr>
<th>Annualized Salary Range</th>
<th>A-Basis Furlough Obligation</th>
<th>C-Basis Furlough Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $50,000</td>
<td>3</td>
<td>2</td>
</tr>
<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
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.

**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/
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

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

Round Two Furlough Period
January 1* - June 30, 2021
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

## Timesheet for Hourly Academic and University Staff - Round 2 Furloughs

<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>
<td>5:00:00PM</td>
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<tr>
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</tr>
</tbody>
</table>

*Note: The %REDF - Pd % Reduction - Furlough field has been highlighted for emphasis.*

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**School of Pharmacy**

**UNIVERSITY OF WISCONSIN–MADISON**
## Furlough Pay Reduction

### Pay Periods and Pay Dates

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<tr>
<th>Pay Period</th>
<th>Pay Date</th>
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<tr>
<td>06/06/2021 - 06/19/2021</td>
<td>07/01/2021</td>
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### Full Days of Furlough Obligation and Percentage Smoothing Reduction

<table>
<thead>
<tr>
<th>Full Days of Furlough Obligation</th>
<th>Percentage Smoothing Reduction</th>
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</thead>
<tbody>
<tr>
<td>3</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
<td>4.17</td>
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OHR Furlough Information

- Office of Human Resources Furlough Information
  - Campus announcements
  - Emergency loan program
  - FAQs
  - Furlough
  - Helpdocs
  - Calculator
  - 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
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)
Furlough Next Steps

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