How to Take Furlough – Round Two

Non-Instructional Academic Staff
Associate & Assistant Deans

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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 during any pay period in which furlough time is taken
    • Report furlough time in a timesheet
      • And regular hours worked that week
    • Max furlough per week 8h for full-time employees, prorated for part-time employees
    • 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 Non-Instructional Academic Staff, Associate & Assistant Deans.
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>Basis</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 1/1/2021
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
- Weekly maximum
  - **Full time employees** (FTE=1) can take a maximum of 8 furlough hours per week
  - **Part time employees**’ (FTE<1) weekly max is prorated
    - 8h x your FTE
    - e.g. 8h x .5FTE = 4h weekly max
- Furlough time can be taken on multiple days in a week as long as the number of furlough hours for that week do not exceed the max

Non-Instructional Academic Staff, Associate & Assistant Deans - Round 2 Furloughs
When To Take Furlough Time

• Furlough time *cannot be* taken on legal holidays (●) but *can be* taken before/after legal holidays (○)

• 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

• On weeks you take furlough you must report
  • Furlough hours
  • All hours worked

• Actual hours worked + paid leave time + furlough **cannot exceed your full FTE hours** during any week in which you take furlough

Because a furlough day was reported this week, all hours worked must also be reported. This week's time must not exceed one's full FTE hours.
Reporting Furlough Time In HRS

• Report furlough time, **in advance**, in HRS
• [UW how-to guide](#)
Reporting Furlough

- Report furlough hours in one-hour increments using the code "FURLM"

Furlough is why your Monthly Pay is reduced
Reporting Furlough

• Report all hours worked during the week you take furlough using the code "FUREG"

Furlough is why you're reporting your Regular Hours Worked in a timesheet
### Reporting Furlough

**Timesheet**

<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>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
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<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Elements**

- **FURLM - Furlough Unpaid - Monthly**: 8.00
- **FUREG - Hours Worked - Furlough**: 8.00
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*From 01/31/2021 to 02/13/2021*
Reporting Furlough

- Furlough hours need to be entered **and approved** by the following dates.

- Furlough hours not reported **and approved** by the deadline will be included on the next month’s payroll.

<table>
<thead>
<tr>
<th>Payroll Month</th>
<th>Pay Date</th>
<th>Pay Period</th>
<th>Entry and Approval Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>2/1/2021</td>
<td>1/1 – 1/31</td>
<td>1/22/2021</td>
</tr>
<tr>
<td>February</td>
<td>3/1/2021</td>
<td>2/1 – 2/28</td>
<td>2/19/2021</td>
</tr>
<tr>
<td>April</td>
<td>4/30/2021</td>
<td>4/1 – 4/30</td>
<td>4/20/2021</td>
</tr>
<tr>
<td>May</td>
<td>6/1/2021</td>
<td>5/1 – 5/31</td>
<td>5/18/2021</td>
</tr>
<tr>
<td>June</td>
<td>6/30/2021</td>
<td>6/1 – 6/30</td>
<td>6/15/2021</td>
</tr>
</tbody>
</table>

We will send email reminders.
Reporting Furlough

- If your planned furlough day is after the Entry and Approval Deadline, you need to pre-enter the furlough time, and the regular hours that you will work, for the furlough time to be reflected on that month’s check.

Example

You plan to take furlough time on 1/29. That furlough time must be entered and approved before 1/22 for it to be reflected on your January paycheck.

<table>
<thead>
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</table>
Do you have leave* to report?

*Vacation, sick, or other leave.

Yes
report those absences as you normally would

Furlough is not considered an “absence” or “leave;” furlough should only be reported on your timesheet.

No
complete a “no leave taken” entry as you normally would even if you take furlough

Submit your “no leave taken” on the first of the month unless you take furlough that day.
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
Non-Instructional Academic Staff, Associate & Assistant Deans - 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
  - 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

School of Pharmacy

UNIVERSITY OF WISCONSIN–MADISON
Next Steps

• Plan ahead for 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?