



School of Pharmacy
UNIVERSITY OF WISCONSIN-MADISON

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

- ✓ ACCOUNTANT
- ✓ ADMIN PROGRAM SPEC
- ✓ ASSISTANT DEAN
- ✓ ASSISTANT SCIENTIST
- ✓ ASSOC ACCOUNTANT
- ✓ ASSOC RESEARCH SPEC
- ✓ ASSOC STU SERV COORD
- ✓ ASSOCIATE DEAN
- ✓ ASSOCIATE SCIENTIST
- ✓ ASST RESEARCHER

- ✓ FACILITIES PLAN SPEC
- ✓ INFORM PROCESS CONSLT
- ✓ RESEARCH PROG MGR II
- ✓ RESEARCH SPECIALIST
- ✓ RESEARCHER
- ✓ SENIOR SCIENTIST
- ✓ SR ACADEMIC CURATOR
- ✓ SR ADMIN PRGM SPEC
- ✓ SR INFORM PROC CONSLT
- ✓ SR INSTRUMENT TECH

- ✓ SR INSTRUMENT TECH
- ✓ SR RESEARCH SPEC
- ✓ SR STUDENT SERV COORD
- ✓ SR UNIV REL SPEC
- ✓ STUDENT SERVICES CORD
- ✓ UNIV RELATIONS SPEC
- ✓ UW HUMAN RESOURCES MG



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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 1/1/2021

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
- 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

Round Two
Furlough Period

January 1* - June 30, 2021

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

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

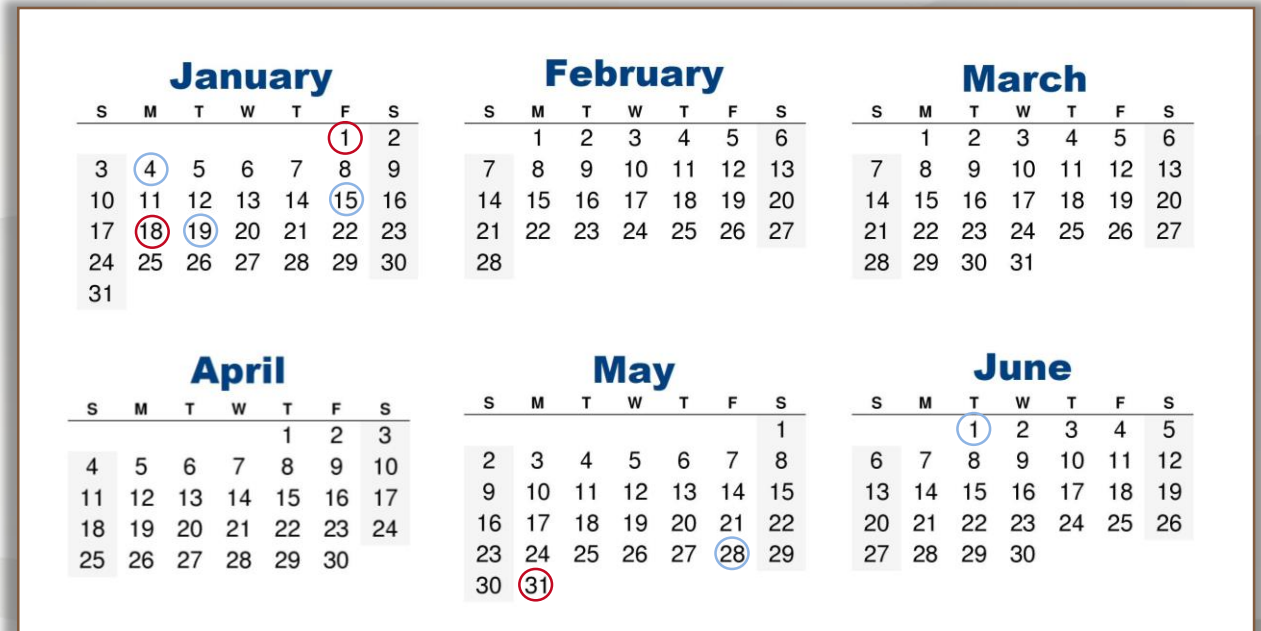


When To Take Furlough Time

Round Two
Furlough Period

January 1* - June 30, 2021

- 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

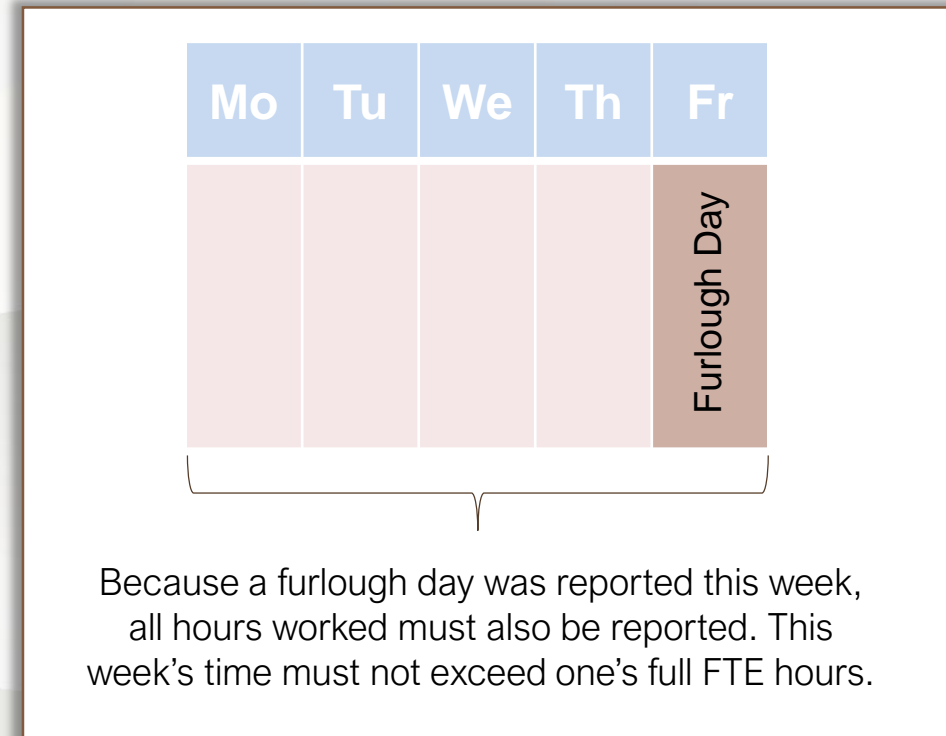


* January 1 is a legal holiday, furlough time cannot be taken on legal holidays



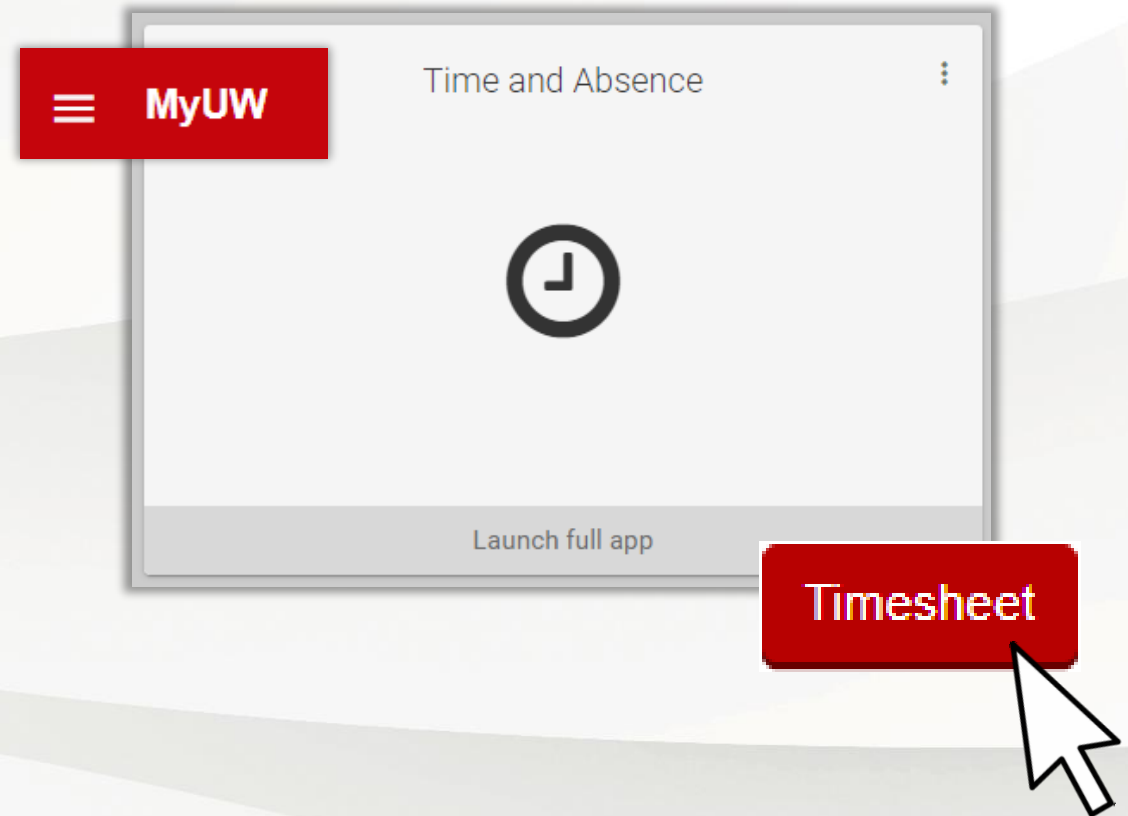
Reporting Furlough Time In HRS

- 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



Reporting Furlough Time In HRS

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



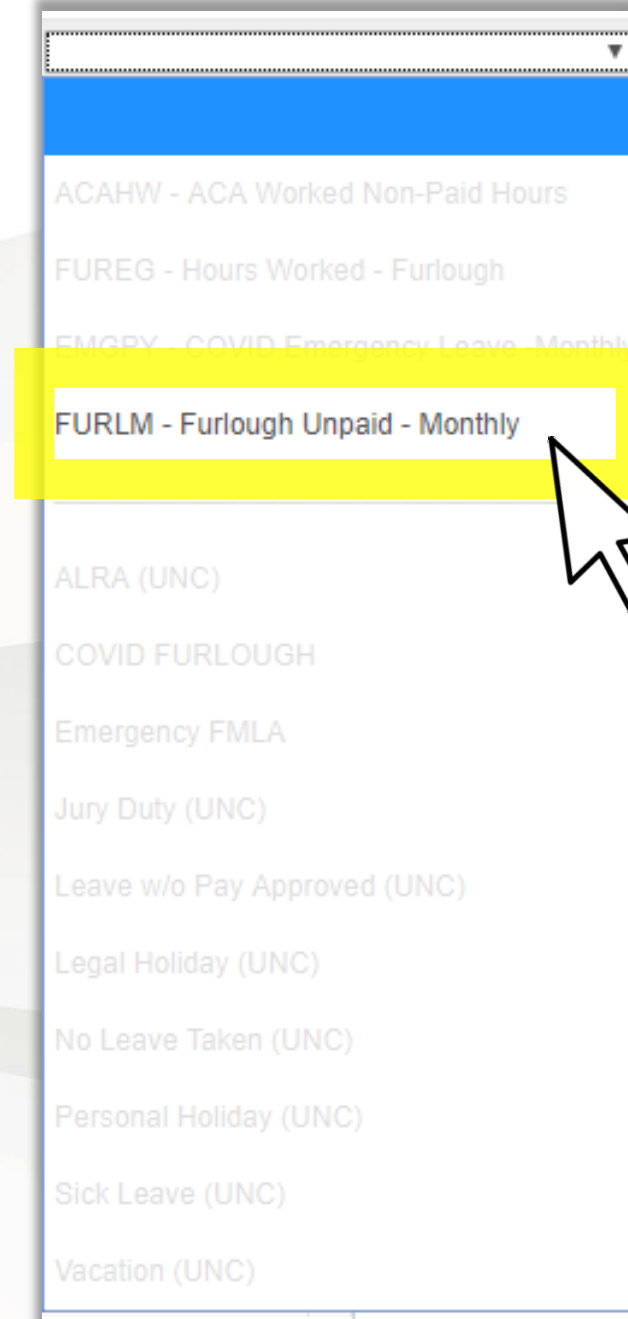
Reporting Furlough

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

“ **FURLM** ”

Furlough
is why your

Monthly
Pay
is reduced



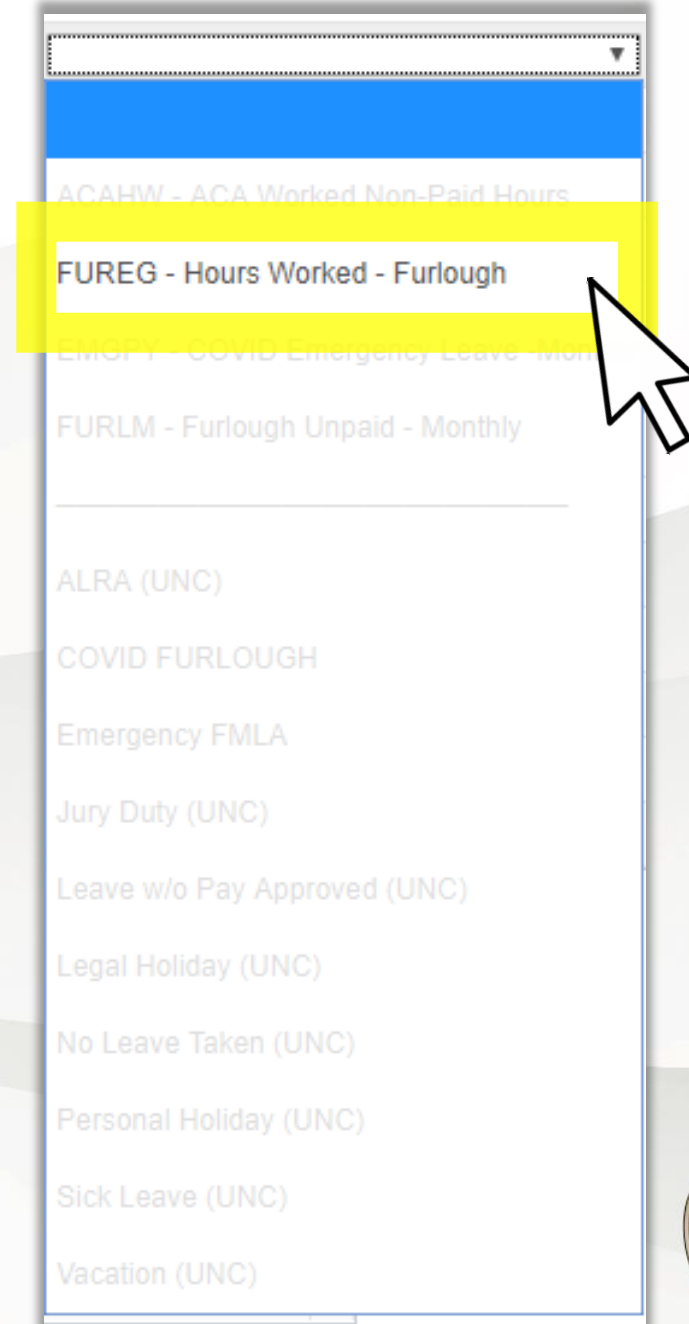
Reporting Furlough

- 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



ACAHW - ACA Worked Non-Paid Hours
FUREG - Hours Worked - Furlough
EMOFL - COVID Emergency Leave - Monthly
FURLM - Furlough Unpaid - Monthly

ALRA (UNC)
COVID FURLOUGH
Emergency FMLA
Jury Duty (UNC)
Leave w/o Pay Approved (UNC)
Legal Holiday (UNC)
No Leave Taken (UNC)
Personal Holiday (UNC)
Sick Leave (UNC)
Vacation (UNC)

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						FURLM - Furlough Unpaid - Monthly	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue	2/2						FUREG - Hours Worked - Furlough	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed	2/3						FUREG - Hours Worked - Furlough	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	2/4						FUREG - Hours Worked - Furlough	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri							FUREG - Hours Worked - Furlough	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat									0.00	<input type="checkbox"/>

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

Payroll Month	Pay Date	Pay Period	Entry and Approval Deadline
January	2/1/2021	1/1 – 1/31	1/22/2021
February	3/1/2021	2/1 – 2/28	2/19/2021
March	4/1/2021	3/1 – 3/31	3/23/2021
April	4/30/2021	4/1 – 4/30	4/20/2021
May	6/1/2021	5/1 – 5/31	5/18/2021
June	6/30/2021	6/1 – 6/30	6/15/2021

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.

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Payroll Month	Pay Date	Pay Period	Entry and Approval Deadline
January	2/1/2021	1/1 – 1/31	1/22/2021



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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.



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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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Next Steps

- Plan ahead for 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!

