TIMEKEEPING PROCEDURES DURING FURLOUGHS

Please review the information below in reference to what timekeepers will need to do for reporting Furlough absences.

Furlough absences (unpaid) for employees who have been placed on furlough must be entered and tracked by timekeepers in the timekeeping system within UCFlex.

- The code to track furlough time off is **FRL**
  - If this is not correctly entered for hourly employees, they will not receive their personal sick and vacation quotas that they are still due to accrue
  - If this is not correctly entered for salary employees, they will continue to receive pay not due. FRL hours must equal the scheduled target hours displayed on the timecard for each day during the furlough

- **Hourly (Non-Exempt) timekeeping for Furlough**
  - Individual: within CAT2 using Data Entry Profile UC_HRLY
  - Multiple employees: within CAT2 using Data Entry Profile UC_HRLY2 (allows time to be entered for one or more org units or for a predefined list of Personnel Numbers)

- **Salary (Exempt) timekeeping for Furlough**
  - Individual: within CAT2 using Data Entry Profile UC_SAL
  - Multiple employees: within CAT2 using Data Entry Profile UC_SAL2 (allows time to be entered for one or more org units or for a predefined list of Personnel Numbers)

- **Holiday pay during Furlough**
  - Employees are not due holiday pay if they are in a furlough status on the holiday
    - FRL should be entered for hourly employees on the holiday
    - FRL cannot be entered for salary employees on the holiday. The holiday will automatically be unpaid if FRL is entered on the scheduled working day before and/or after the holiday
  - A&F has produced a mass list of furloughed employees to Central HR
    - Payroll will automatically load HOL hours on June 19th for the July 4th holiday for hourly employees. Hourly employees on the list from A&F who are expected to be in a furlough status on July 4th will not have the July 4th HOL populated automatically
    - Employees who were not included on the list provided by A&F will still have HOL hours populated automatically. Timekeepers must manually remove this HOL time if their employee is in a furlough status

Please consult with your Decentral HR representative and Labor Relations for questions related to placing employees on furlough.

Furlough Policy

Payroll Operations