

INSTRUCTIONS FOR PAYING EMPLOYEES SUBJECT TO FURLOUGH

These instructions are being provided to departments to give guidance on how to record furlough time on payroll vouchers in the e-Payroll system & time cards in the Kronos system.

A report of Employees Who Should Not Be Furloughed and an Estimated Furlough to Be Taken report will be produced and distributed to departments by Payroll . Please verify the employees on these lists and notify Julie Camp in Payroll (542-3431, icamp@uga.edu) if there are any discrepancies. This information is needed to ensure that the employees in your department are paid correctly.

Biweekly Payrolls

E-Payroll

Departments processing payroll with the e-Payroll system should report furlough hours for employees paid on a bi-weekly payroll using special “furlough” voucher details. Furlough details should have the employee’s regular position and pay rate, but on the bi-weekly Voucher Detail page, they should have an action code of “Record furlough hours”. Furlough details will be clearly marked on the bi-weekly voucher page. Departments should enter the furlough hours taken in the “Hours Worked” columns on the furlough detail for the appropriate week. The e-Payroll system will not allow leave to be entered on the furlough detail.

For convenience, furlough details will be automatically generated for every bi-weekly payroll that includes time in a month in which a furlough date occurs, based on whether the employee is currently subject to furlough on the position. Unneeded furlough details may be ignored.

Employees who are taking alternate furlough days, either because they are deemed “essential” and have to work on the furlough day or to spread the financial impact of the furlough day across paychecks, should have their furlough time recorded on the voucher for the pay period in which they take the time.

If an employee is new or being paid on a new account, new furlough details may be created by selecting the “Add a New Furlough Detail” option on the Bi-weekly Voucher page, or by creating a new detail via the usual method and setting the action code to “Record Furlough Hours”.

Kronos

Kronos timecards will be prepopulated with the “FURLOUGH” pay code in the “Pay Code” column and 8.0 hours in the “Amount” column on the designated furlough day. If an employee is designated as essential and works on the

furlough day, the furlough pay code and amount will need to be deleted for that day and time entered in the "In" and "Out" columns as usual. On the alternate furlough day, the "FURLOUGH" pay code will be added to the "Pay Code" column along with the number of furlough hours entered in the "Amount" column.

Monthly/Academic Payrolls

E-Payroll

Departments will not reduce the pay amount on the Monthly e-Payroll vouchers to reflect the furlough. The monthly payment will be reduced automatically by the furlough amount during the check calculation process. Monthly and Academic furlough amounts are calculated from payroll voucher details as a proportion of the hours worked in the fiscal year. The employee's gross pay will be reduced on each position and account in an amount proportionate to the percentage of the employee's total check that is being paid from that position and account. If the voucher(s) from which an employee will be paid in a given month do(es) not represent a full month's work on each position and account, the department should notify Julie Camp in the Payroll Department of the furlough amount that should be taken from each position and account so that an override can be set up. If the employee is paid by multiple departments, contributions from all departments must be provided.

Kronos

Departments will not reduce the pay amount on the Monthly time cards to reflect the furlough reduction. The monthly payment will be reduced automatically by the furlough amount during the check calculation process. Monthly and Academic furlough amounts are calculated from payroll voucher details as a proportion of the hours worked in the fiscal year. The employee's gross pay will be reduced on each position and account in an amount proportionate to the percentage of the employee's total check that is being paid from that position and account. If the time card(s) from which an employee will be paid in a given month do(es) not represent a full month's work on each position and account, the department should notify the Julie Camp in the Payroll Department of the furlough amount that should be taken from each position and account so that an override can be set up. If the employee is paid by multiple departments, contributions from all departments must be provided.