Furlough and Pay Reduction Program Steps

Purpose: The University will implement a Furlough or Pay Reduction Program, which are cost-saving measures for all employees earning $60,000 or more. Whether employees receive a furlough or a pay reduction depends on their employee group:

- **Labor-Represented and Civil Service** employees, who are paid hourly, will be required to take a number of unpaid furlough hours during the fiscal year.
- **Faculty and P&A employees**, who are paid a salary, will receive pay reductions. They will also receive a bank of paid time off, corresponding to their pay reduction, which they have the option of taking.

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These will become available on 7/1/2020

- **Furlough Entry for ALL HOURLY Employees**
- **Pay Reduction Program Hours Entry for Academic Employees**
- **Time Clock Entry for Teamster Employees**
- **Time Clock Entry for Trades Employees**
- **Frequently Asked Questions**
Furlough Entry for ALL HOURLY Employees
The University has implemented a furlough program for hourly employees. Employees must enter furlough hours using the Kronos Time Off Request. This can be entered at the Time Clock for employees that use time clocks or at the computer for employees with computer access.

1. Furlough hours must be entered through the Time Off Request form. This is accessed by clicking on the “Request Time Off” button in My Calendar.
2. Select the appropriate Request Type as “Unpaid Leaves”.
3. Change the Pay Code to “Furlough”. Enter the appropriate dates and times. Furlough hours can be taken in increments of .25 hours or as Full Day.
4. Available hours will be displayed in the Accrual section of the form. If the request exceeds the balance, the form will show an error and not be submitted. Furlough hours CANNOT exceed the available hours.
5. Supervisors MUST approve requests before the hours display on the time card.

**NOTE: All time off requests must be approved within the pay period the hours are taken.**
Pay Reduction Program Hours Entry for Academic Employees

The University has implemented a pay reduction program for Faculty and Academic employees. Employees must enter PRP hours using the Kronos Time Off Request. This can be entered at the computer using the current time off request form.

1. Pay Reduction Program (PRP) hours must be entered through the Time Off Request form. This is accessed by clicking on the “Request Time Off” button in My Calendar.
2. Select the appropriate Request Type as “PA Unpaid”.
3. Change the Pay Code to “PA Pay Reduction Program”. Enter the appropriate dates and times. Hours can be taken in increments of .25 hours or as Half or Full Day. For HOURLY entry, enter the Start Time as the starting hours for that day's schedule. For example, the employee is scheduled to work 7a-3:30pm. Use the Start time of 7a.
4. Available hours will be displayed in the Accrual section of the form. If the request exceeds the balance, the form will show an error and not be submitted. PRP hours CANNOT exceed the available hours.
5. Supervisors MUST approve requests before the hours display on the time card.
Time Clock Entry for Teamster Employees

1. Click on “New Request”.

2. Select the “Tms Vacation Sick Comp” request type
3. Enter the Start and End Dates from the calendar. Choose the Pay Code “Furlough”.
4. Select the duration as Full day or Hours. Click Continue on the review window.
5. Enter the start of the shift or the start time for hours to begin.

6. If entering hours, enter the hour and minute duration. In this example, they are using 2 hours and 30 minutes.
7. Click on Enter then Review and Submit the time off request.
Time Clock Entry for Trades Employees

1. Click on “New Request”.

2. Select the “Trade Absences” request type
3. Enter the Start and End Dates from the calendar. Choose the Pay Code “Furlough”.

![Image of the interface with the start and end dates set to 7/01/2020 and the pay code set to “Furlough”.]
4. Select the duration as Full day or Hours. Click Continue on the review window.
5. Enter the start of the shift or the start time for hours to begin.

6. If entering hours, enter the hour and minute duration. In this example, they are using 2 hours and 30 minutes.
7. Click on Enter then Review and Submit the time off request

<table>
<thead>
<tr>
<th>Start Date</th>
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<tbody>
<tr>
<td>End Date</td>
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<td>Duration</td>
<td>Hours</td>
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![Review Screen with Submit Button](image)
Frequently Asked Questions

1. When can I start entering furlough/PRP hours?
   Hours will become available after July 1, 2020. Entries will not be accepted prior to the start date of the furlough and pay reduction programs.

2. How can I find out how many hours I have as a balance?
   Employees with computer access to Kronos can check their time card. In the Accruals section at the bottom of the time card, there will be balance shown. Employees with time clock only access will need their supervisor to check in Kronos.

3. Can we enter in hours or days?
   Hourly and P&A employees will be allowed to enter hours in increments of .25 hours.

4. Am I required to take Furlough before vacation time?
   You may take vacation time prior to furlough time as long as the furlough time is scheduled.

5. Can I use paid leave in lieu of a furlough day?
   No. You cannot use annual leave, personal, or sick time to offset furlough time.

6. Can I take a furlough day before or after a University-designated holiday?
   Yes, with your supervisor's approval. It will have no effect on holiday pay.

More information can be found on the HR website for COVID-19 and related programs:

https://humanresources.umn.edu/covid-19/furlough

https://humanresources.umn.edu/systemwide-furlough-and-pay-reduction-program/furlough-faq