

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.

Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Enter furlough hours for hourly employees • Enter PA Pay Reduction Program hours for P&A employees
Prerequisites	Employee must have Furlough or PA Pay Reduction Program hours available for use
Kronos Role	All qualifying employees
Revision Date	06/25/2020

These will become available on 7/1/2020

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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.

The screenshot shows the 'Request Time Off' form overlaid on the 'My Calendar' interface. The calendar shows the week of June 21-27, 2020, with the 25th highlighted. The form has the following fields and sections:

- 1**: A red circle highlights the 'Request Time Off' button in the top navigation bar.
- 2**: A red circle highlights the 'Type' dropdown menu, which is set to 'Unpaid Leaves'.
- 3**: A red circle highlights the 'Pay code' dropdown menu, which is set to 'Furlough'.
- 4**: A red circle highlights the 'Accrual' section, which shows a table of available hours.

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
6/25/2020	6/25/2020	Furlough	Hours	9:00AM	2.0

Accrual	Balance
Comp Earned	0.0 Hour
EmerCloseETO	0.0 Hour
Furlough	10.0 Hour

****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.

The screenshot shows the Kronos Time Off Request form. A red circle with the number 1 points to the 'Request Time Off' button in the top navigation bar. A red circle with the number 2 points to the 'Type' dropdown menu, which is set to 'PA Unpaid'. A red circle with the number 3 points to the 'Pay code' field, which is set to 'PA Pay Reductio...'. A red circle with the number 4 points to the 'Accrual' section, which shows the following data:

Accrual	Balance
Pay Reduction Program	9.75 Hour
Personal Holiday	0.0 Hour
Vacation	102.62 Hour

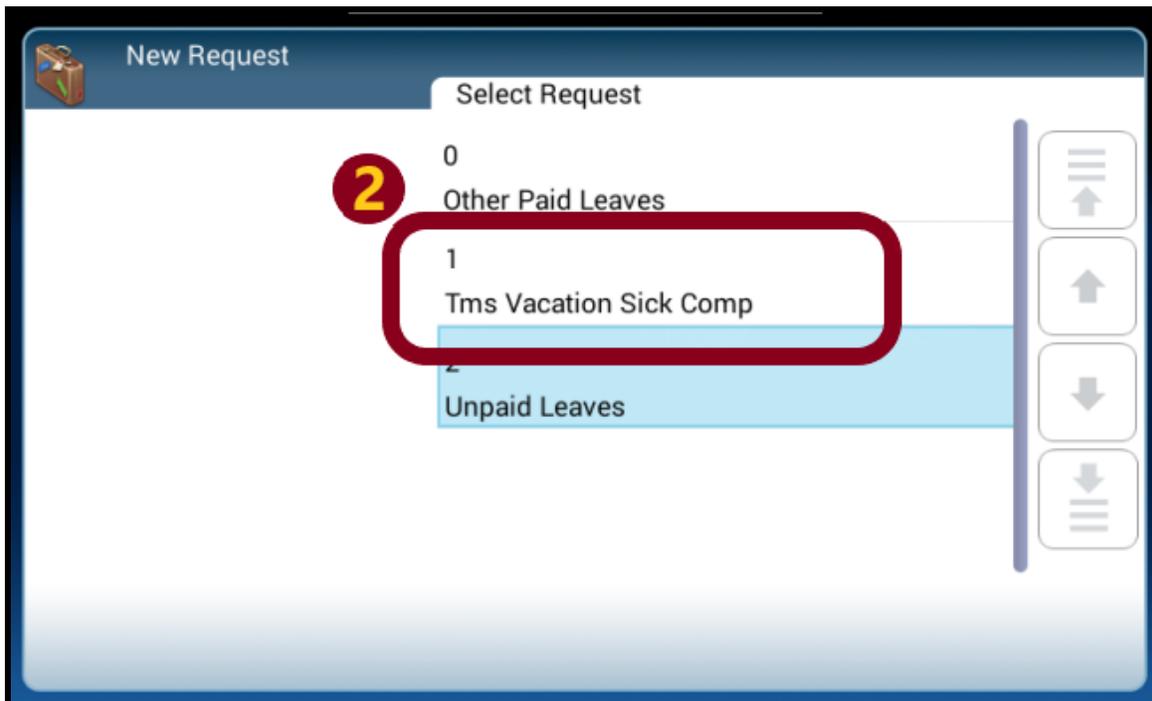
At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

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".

The screenshot shows a 'New Request' form with the following fields and values:

Field	Value
Start Date	7/01/2020
End Date	7/01/2020
Pay Code	7 Furlough
Review	

Red annotations highlight the Start Date and End Date fields, and the Pay Code dropdown menu. A red circle with the number '3' is placed over the dropdown arrow. The dropdown list includes 'FMLA Vacation', '7 Furlough', '8 Sick', '9 TmsSick', and '10'.

4. Select the duration as Full day or Hours. Click Continue on the review window.

The screenshot shows a 'New Request' form with the following fields:

Start Date	7/01/2020
End Date	7/01/2020
Pay Code	Furlough
Duration	0 Full day

The 'Duration' dropdown menu is open, showing two options: '0 Full day' and '1 Hours'. A red circle with the number '4' is positioned to the right of the dropdown. The 'Duration' field is highlighted in yellow. At the bottom, there are two buttons: an upward arrow and a downward arrow.

The screenshot shows a 'Review' window with the following fields:

Start Date	7/01/2020
End Date	7/01/2020
Pay Code	7 Furlough

At the bottom, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a red rounded rectangle.

5. Enter the start of the shift or the start time for hours to begin.

The screenshot shows a 'New Request' form with a numeric keypad. The 'Start Time' field is highlighted with a red box and contains the value '03:00 PM'. A red circle with the number '5' is overlaid on the keypad, indicating the step of entering the hour. The form also displays 'End Date' as 7/01/2020, 'Pay Code' as Furlough, and 'Length' as 1:00.

6. If entering hours, enter the hour and minute duration. In this example, they are using 2 hours and 30 minutes.

The screenshot shows the same 'New Request' form, but now the 'Length' field is highlighted with a red box and contains the value '2:30'. A red circle with the number '6' is overlaid on the keypad, indicating the step of entering the duration. The 'Start Time' field now shows '3:00PM'. The form also displays 'End Date' as 6/30/2020 and 'Pay Code' as Furlough.

7. Click on Enter then Review and Submit the time off request.

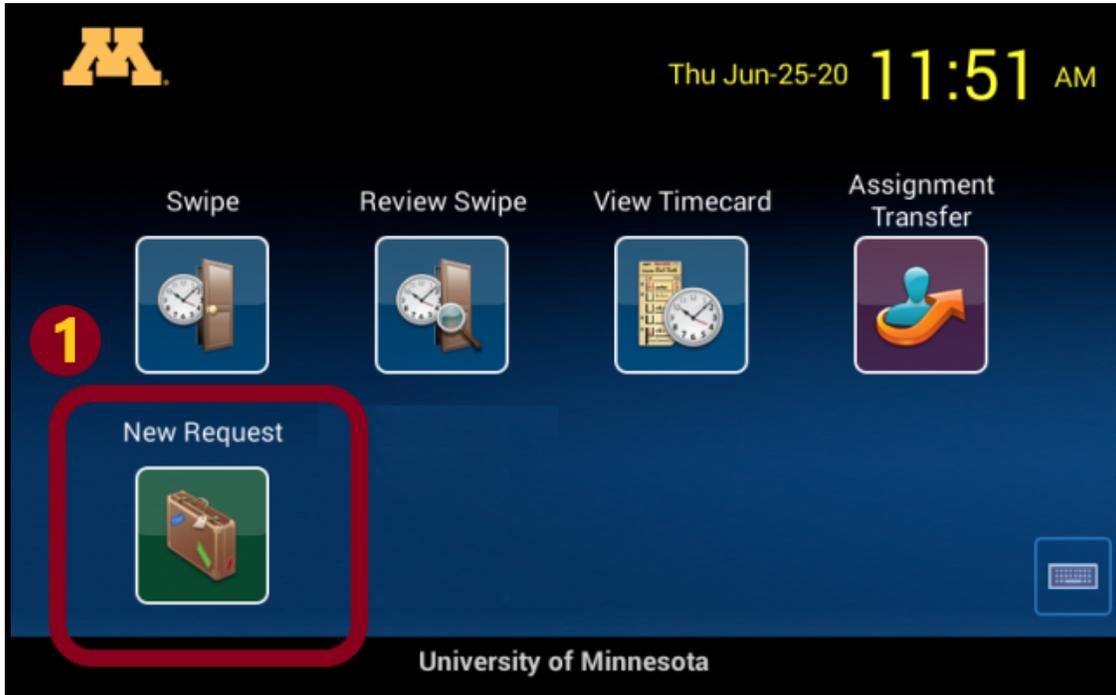
The screenshot shows a mobile application interface for reviewing a time off request. The title bar at the top is labeled "Review". Below the title bar, there is a list of fields with their corresponding values:

Start Date	7/01/2020
End Date	7/01/2020
Pay Code	Furlough
Start Time	3:00PM
Length	2:30
Duration	Hours

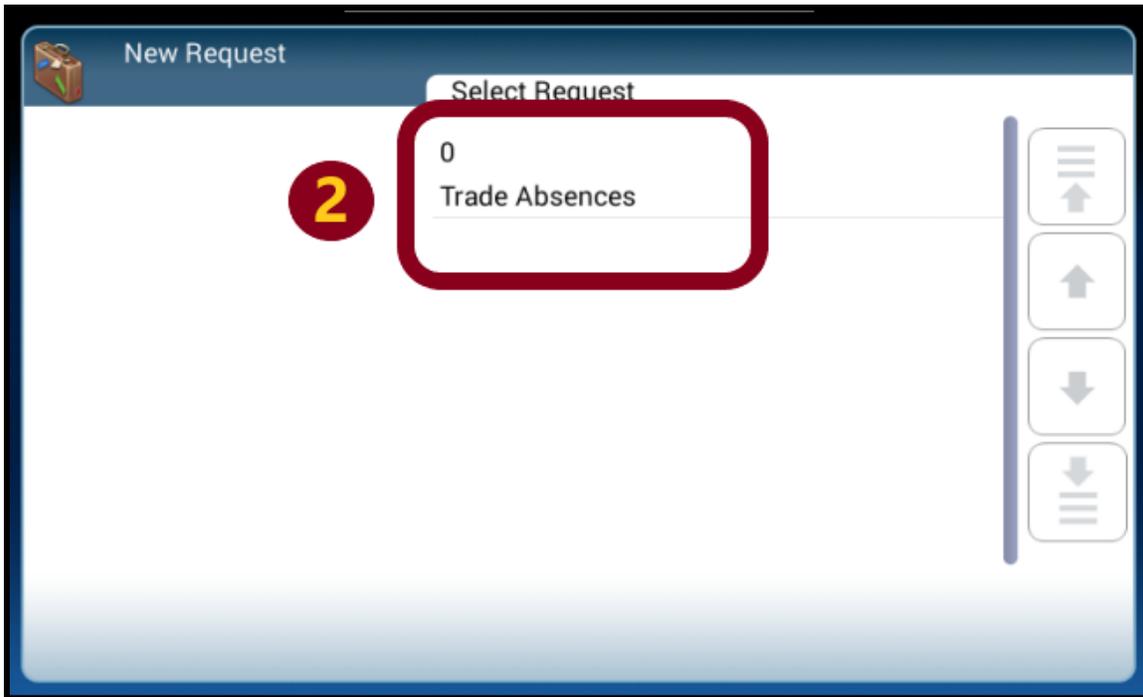
At the bottom of the screen, there are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red rounded rectangle. A red circle with the number "7" is positioned above the "Submit" button. On the right side of the screen, there is a vertical scrollbar and a set of navigation icons (three horizontal lines, an up arrow, a down arrow, and three horizontal lines).

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".

The screenshot shows a 'New Request' form with the following fields and values:

Field	Value
Start Date	7/01/2020
End Date	7/01/2020
Pay Code	1 Furlough

The 'Start Date' and 'End Date' fields are highlighted with a red rounded rectangle. The 'Pay Code' field is also highlighted with a red rounded rectangle, and a red circle with the number '3' is placed over the '1' in the dropdown menu. A vertical scrollbar is visible on the right side of the form.

4. Select the duration as Full day or Hours. Click Continue on the review window.

The screenshot shows the 'New Request' form with the following fields:

Start Date	7/01/2020
End Date	7/01/2020
Pay Code	Furlough
Duration	0 Full day
	1 Hours

A red circle with the number '4' is positioned next to the 'Full day' option in the dropdown menu. The 'Duration' field is highlighted with a red rounded rectangle.

The screenshot shows the 'Review' form with the following fields:

Start Date	7/01/2020
End Date	7/01/2020
Pay Code	7 Furlough

The 'Continue' button is highlighted with a red rounded rectangle.

5. Enter the start of the shift or the start time for hours to begin.

The screenshot shows a 'New Request' form with the following fields:

- End Date: 7/01/2020
- Pay Code: Furlough
- Start Time: 3:00PM (highlighted in yellow)
- Length: 1:00

A red box highlights the 'Start Time' input area, and a red circle with the number 5 is placed over the input field. The input field shows '03:00 PM'.

6. If entering hours, enter the hour and minute duration. In this example, they are using 2 hours and 30 minutes.

The screenshot shows a 'New Request' form with the following fields:

- End Date: 7/01/2020
- Pay Code: Furlough
- Start Time: 3:00PM
- Length: 1:00 (highlighted in yellow)

A red box highlights the 'Length' input area, and a red circle with the number 6 is placed over the input field. The input field shows '2:30'.

7. Click on Enter then Review and Submit the time off request

The screenshot shows a mobile application interface for reviewing a time off request. The title bar at the top is labeled "Review". Below the title bar, there is a list of fields with their corresponding values:

Start Date	7/01/2020
End Date	7/01/2020
Pay Code	Furlough
Start Time	3:00PM
Length	2:30
Duration	Hours

At the bottom of the screen, there are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red rounded rectangle, and a red circle with the number "7" is placed over it, indicating the step to click on the "Submit" button.

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>