Group 2 Biweekly Smoothing

University Staff Non-Exempt (CP, CJ)
FAASLI Staff Non-Exempt (AS – Pay basis A or C)
Trades/Craftworkers

Enter Furlough Time in Timesheet
## Mandatory Furlough

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>12-Month Appt Furlough Days</th>
<th>9-Month Appt Furlough Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $50,000</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>$50,000 - $80,000</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>$80,001-$150,000</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>More than $150,000</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

Review individual furlough letter for specific requirements.
Furlough Rules

<table>
<thead>
<tr>
<th>Furlough Groups</th>
<th>Employment Type</th>
<th>Reduction Method</th>
<th>Furlough Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 2</td>
<td>University Staff Non-Exempt</td>
<td>Reduce via salary percentage across furlough period</td>
<td>Report furlough time used in HRS</td>
</tr>
<tr>
<td></td>
<td>• CP, CJ</td>
<td></td>
<td>• Entered in timesheet as %REDF</td>
</tr>
<tr>
<td></td>
<td>• FAASLI Staff Non-Exempt</td>
<td></td>
<td>• Furlough taken in one-hour increments</td>
</tr>
<tr>
<td></td>
<td>• AS - Pay basis A or C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☑ Group 2 furlough can be taken in any increment
☑ Employees can use furlough for any regularly scheduled work days including Sat/Sun
☑ Group 2 may take consecutive furlough days
☑ Employees can combine leave time and furlough time to take a full day off
☑ The maximum amount of hours worked and furlough cannot exceed 40 hours (prorated to FTE)
☑ Employees will earn vacation, personal holiday, and sick leave while furloughed
Furlough Entry Deadlines

Furlough Entry Deadlines follow the biweekly pay schedule

- Annual (A-basis) appointments - all furlough must be taken by June 30, 2021
- Academic (C-basis) appointments - all furlough must be taken by May 16, 2021
- All furlough days need to be scheduled by May 1, 2021 or their supervisor will work with them to schedule the days.

The maximum number of hours per week is 40 hours including Furlough (prorated for FTE)

Refer to the 2021 Pay Schedule for Biweekly Pay Schedules and Pay Dates –
https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2021-full.pdf

Note: SMPH Furlough Entry Deadlines may be different than campus.
When taking furlough...

Employees are not to work, send work related email, or work on UW owned equipment.
Step One: Accessing Time and Absence

- Go to MyUW
- Find the Time and Absence Widget
- Launch full app
Step Two: Click on Timesheet

Group 2 will use the Timesheet for furlough entry.

Non-Exempt View

Exempt View
Step Three: Enter Furlough Day

- From the Time/Absence Code drop down, select %REDF-Pd % Reduction – Furlough
  - Time/Absence Code will look like %REDF - Pd % Reduction - Furlough
- Report Furlough hours in the Quantity column using 1.0 hours increments.
- Complete Timesheet for hours worked and/or leave taken.
- When using partial furlough day, click + on the furlough date to add hours/leave to make up full hours worked per day.
- Click Submit.
Step Three: Enter Furlough Day

WARNING: Using any other COVID code in the timesheet will further reduce your paycheck.
Notes:

- Deductions for Group 2 A-basis are smoothed over the biweekly payrolls of January B thru June B
- Deductions for Group 2 C-basis are smoothed over the biweekly payrolls of February A thru May B
- Employees may not use vacation, banked, sick, or personal holiday on a furlough day to offset the unpaid leave
- Refer to [https://hr.wisc.edu/covid19/furlough/calculator](https://hr.wisc.edu/covid19/furlough/calculator) for furlough requirement, furlough time used, and balance remaining
## Payroll Smoothing Percentage

<table>
<thead>
<tr>
<th>Intermittent Furlough Group</th>
<th>Pay Frequency</th>
<th>Full Days of Furlough</th>
<th>HRS - Job Data</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Hourly</td>
<td>3</td>
<td>COVID Salary Reduction - %Type1</td>
<td>2.50</td>
</tr>
<tr>
<td>2</td>
<td>Hourly</td>
<td>4</td>
<td>COVID Salary Reduction - %Type2</td>
<td>3.33</td>
</tr>
<tr>
<td>2</td>
<td>Hourly</td>
<td>5</td>
<td>COVID Salary Reduction - %Type3</td>
<td>4.17</td>
</tr>
<tr>
<td>2</td>
<td>Hourly</td>
<td>6</td>
<td>COVID Salary Reduction - %Type4</td>
<td>5.00</td>
</tr>
</tbody>
</table>

Payroll deduction percentage will be based on the pay basis and number of furlough days the employee is required to take.

**For specific questions regarding furlough entry, please reach out to your Departmental Payroll & Benefits Specialist:**

https://intranet.med.wisc.edu/human-resources/contact-information/