

FURLOUGH INFORMATION: SHARP

The following information is provided as a guideline for assisting agencies with setting up employee position data and timesheets for furloughs. Employees must remain non-exempt for the duration of a furlough. An agency may contact the Division of Personnel Services for more specific SHARP information if a furlough is imminent.

Exempt Employee: Change the FLSA Status of the employee to non-exempt for the duration of the furlough.

Position: Add a row to Position Data prior to the beginning of the pay period in which the exempt employee will become non-exempt using the following information:

- Effective Date: Enter the Pay Period Begin Date of the pay period in which the exempt employee will be non-exempt.
- Action Reason: Enter the "Posn Change PSC" (Position Status Change) action reason.
- Location Code: Enter a valid location code.
- FLSA Status: Enter "N" (Non-exempt).
- Work Schedule: Enter the "FU1S" (Furlough Code and 8 Reg M-F) work schedule.
- Save. Ensure you receive the "Incumbent data will be updated..." message and click OK.

Timesheet: Since a row was added to Position Data prior to timesheets being created, a timesheet will be available the first Monday following the pay period begin date. If the FU1S work schedule was selected on the Position, the timesheet will list 8 hours of Regular (REG) Monday through Friday for each week of the pay period. In addition, a blank row containing FU1 will display.

It will be necessary to:

- Enter 8 hours Furlough (FU1) on the day(s) in which the employee is on furlough for the pay period, and
- Remove 8 hours Regular (REG) from the day(s) in which the employee is on furlough.

Since the exempt employee is now considered non-exempt, it is imperative the employee is treated like a non-exempt employee during the 2-week period. For example:

- Actual hours worked should be recorded on the time document,
- Any leave taken should be recorded in quarter hour increments, and
- The employee and Agency Authorized Personnel will also be required to sign and date the time document.

Switching the Non-exempt Employee back to Exempt at the end of the furlough:

Position: Add a row to Position Data after the final pay calculation of the pay period in which the employee is non-exempt and before the first preliminary pay calculation for the pay period in which the employee will be exempt again. Enter the following information:

- Effective Date: Enter the Pay Period Begin Date of the pay period in which the non-exempt employee will become exempt.
- Action Reason: Enter the "Posn Change PSC" (Position Status Change) action reason.
- Location Code: Enter a valid location code.
- FLSA Status: Enter "E" (Exempt).
- Work Schedule: Enter the "EXMT" (Exempts) work schedule.
- Save. Ensure you receive the "Incumbent data will be updated..." message and click OK.

Timesheet: Since a row was added to Position Data after timesheets were created, the employee's timesheet will display 8 hours of Regular Monday through Friday for each week of the pay period and a blank FU1 row. It will be necessary to remove the REG and FU1 row from the employee's exempt timesheet prior to preliminary or final pay calculations.

Non-Exempt Employee

Position: No Action Needed. *Optional:* Update the Work Schedule to "FU1S" (Furlough Code and 8 Reg M-F) work schedule.

Timesheet: *If the work schedule is not changed to FU1S,* it will be necessary to:

- Enter Furlough (FU1) hours associated with the number of hours the employee is scheduled to be furloughed on the day(s) in which the employee is on furlough for the pay period, and
- Remove Regular (REG) hours from the day(s) in which the employee is on furlough (if applicable).