

- 8) Click on Enter Units on the Furlough line under the day furlough is taken. You will see the following appear at the top of the timesheet.

Earning: Furlough Leave
Date:
Shift:
Units:



- 9) Enter the number of units into the box and Save. Enter units as a decimal where 1 unit=1 hour. Ex) If you want to record one and one half hours of furlough, enter 1.5 units. Note – you may not take more than 8 hours of furlough in one day.
- 10) You can use the copy feature to copy the number of units to other days, if necessary.
- 11) When faculty or exempt employees take furlough, **they must keep track of the hours they work and the number of hours of paid leave taken in the same week.**
- a. Full-time employees: hours worked, hours of furlough, and hours of paid leave, if any, added together must come to exactly 40 hours total, no more, no less.
 - b. Part-time employees: you must keep the total hours equal to the number of hours for which they are normally paid. For example, half-time employees (20 hrs./week) must make sure all hours worked plus hours of furlough plus hours of paid leave equal 20 for that week.
- * They will not need to enter the regular hours worked, but will need to enter any paid leave, COVID-19 telework, or furlough hours into the timesheet.**
- 12) Academic Year Faculty may begin taking furlough once their academic year position is active on August 16, 2020.