



Employee Time Entry – Furlough Special Guide

Ohio University has implemented a mandatory furlough. It is being applied by reducing employees' hourly rates. To compensate for that, a "Furlough" paid time off bank is being added to Workforce. The number of days awarded is based on salary range. SEVEN of those days have mandated dates for use. For 2020/2021, those days are November 25, December 21-24, and January 4 and 5. The remaining balance of those "Furlough" days in your bank need to be scheduled with your supervisor. All employees are PAID for their Furlough days.

TIME ENTRY

- Click on the *My Timesheet* link in the Time Entry box.
- Enter your in/out times for the week in the Reg Hrly Pay row
 - Enter your time in and out to reflect the actual times you work. Do NOT enter time to match your regular schedule.

INSERT A NEW ROW:

- When you have more than one time In/Out for the same day, or need a row to report Paid Time Off you must insert another row on the timesheet.
 - Click the plus sign **+** to the left of the Pay Code to insert the row.
 - Choose appropriate pay code and record time. Click **triangle to right** of *Reg Hrly Pay Code* for a list of pay codes. Do not click triangle to left of Pay Code.

SPECIAL PAY CODES FOR FURLOUGH RELATED REPORTING (Beginning JULY 1, 2020)

- You will see a new Paid Time Off box labeled "FURLOUGH". It will be populated with the appropriate number of days as determined by Human Resources.
- Employees will need to enter their Furlough time manually. Workforce will not automatically populate those days
 - To use, add a row, select the pay code "**Furlough (1 day)**".
 - Enter a 1 for the day. It will add a line to convert to the number of hours for which you are scheduled that day.
 - Must be used in 1-day increments
 - Cannot be used on the same day as any other pay code
 - Furlough days DO NOT count towards the overtime calculations for the week.
- Employees who are REQUIRED to work on any of the mandatory Furlough days will enter their time worked as normal. If not required to work a full shift on that day, you will need to use other available PTO as appropriate. (Vacation, Comp Time, Personal). Those employees who are required to work will need to use their "Furlough" days later in the Fiscal year. There will not be any carryover to the next fiscal year for unused days. These days are not eligible for payout at termination of employment.

ADDING COMMENTS

Adding comments to your timesheet is not required. However, please feel free to use the comments field to add anything you feel is appropriate or is requested by a supervisor.

***Part Time employees will also enter 1 day. The number of hours paid each day are based on your schedule in Workforce. This can be viewed under the "Schedule" tab on your timesheet.**

Intermittent employees are not entitled to Furlough days.

For questions regarding the Furlough policy, contact Human Resources at 740- 593-1636, or email uhr@ohio.edu

For Workforce specific questions, contact Payroll at 740-593-1859, or email giesekin@ohio.edu

All Workforce training documents can be found at <https://www.ohio.edu/hr/resources/hr-system-training>