Welcome Week

Hosted by Human Resources and Diversity
Agenda

HR&D TEAM
• Welcome – Janelle
• Title IX – Vicki
• HR Relations – Connie
• Rock Campus – Tanja
• Immigration – Margaret
• Front office – Ramon and Damon
• Talent Management – Amy, Victoria, & Abby
• Payroll – Reggie and Andrea
• Benefits – Stephanie and Aubrey
• Student Help Tool – Kai
• Training and Development – Gina

RETURN TO WORK
• Video
• Return to work
• ADA Coordination
• FMLA/EFMLA
• Payroll Time Entry
Welcome Back

• Introductions
• Inclusivity
• Title and Total Comp Update
• Updates
  – Bi-Weekly Payroll Transition
  – HR&D Bridging Information
Sexual Assault/Harassment - Title IX

Addressing the Department of Education new regulations that came out May 6, 2020 and implemented by August 14, 2020.

- Many aspects of the new regulations refer to the handling of cases and hearings
- UW Whitewater will continue to have all employees as mandatory reporters for any possible incidents of sexual misconduct
- Incidents that occur off campus (with some exceptions) are no longer in Title IX jurisdiction but would still be addressed under student conduct code (Chapter 17)
- New definition of sexual harassment – behavior that is so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the institution’s education program or activity

Vicki Schreiber, Ph.D.
Title IX Coordinator
titleix@uww.edu
Title IX

UW Whitewater Title IX information:
https://www.uww.edu/sexual-misconduct-information

System policy:
https://www.wisconsin.edu/regents/policies/sexual-violence-and-sexual-harassment/

Vicki Schreiber, Ph.D.
Title IX Coordinator
titleix@uww.edu
HR Relations

Presented by: Connie Putland
Rock Campus

- Health services will be accepting well visits for students at the Rock Campus.
- The city of Janesville has generously donated 2 of their buses to UW Whitewater!
- Rock Library seeking workstudy students – see Handshake for details.
Federal Immigration Law


2) The above information means that our international faculty, as of now, who are applying for the final stage of their green card process, do not need to complete form I-944 (also known as the Declaration of Self-Sufficiency or public charge document) https://www.uscis.gov/sites/default/files/document/forms/i-944-pc.pdf.

3) Our UW-Whitewater international faculty: The 10 newest international faculty at UW-Whitewater, from diverse countries such as Iran, Georgia, Nepal, China, Colombia, Vietnam, are all moving toward the final stage in the green card process. The initial stages of the process were approved very quickly without audits. No requests for additional evidence was requested by the government.

4) Our faculty from China and India are stuck in the final stage of the green card process due to a backlog for those countries. See the Department of State visa bulletin:
Front Office

• Ramon Rocha, Sr.
• We are open Monday through Friday from 7:45am to 4:30pm. Due to COVID-19 and to practice social distancing we are asking that you please call our main number at 262-472-1024 to make an appointment.
Front Office

• **Data Analyst**
  - Utilizes UWBI Business Intelligence (BI), a source of reliable information, to help make strategic decisions across various levels. BI is more than just queries and reporting, BI allows the leveraging of software and services derived from administrative and institution-specific systems such as human resources, student data, and financials to transform data into actionable intelligence to better assist with decision making.
  - Contact DJ about Data reports, USTE hiring, Performance Evaluation tracking, OIM HRS access, and CBC questions
Talent Management

• **Compensation Management & Title Changes**
  – Equity studies; Title Changes/Titling Committee; Title & Total Compensation (TTC)

• **Recruitment Process**
  – Assessing the need, advising on employee type, appropriate title and position description; Requesting approval to fill a vacancy (Recruitment Approval Request); Recruitment process in TAM (Talent Acquisition Management) to Hire

• **Employee Life-cycle Changes**
  – Change of Status (COS); Contractual Changes and Rehires (E-Rehire)
  – General guidance on position description updates and performance indicators
Introducing WINGO 2020 - Nature WINGO!

As some of you may remember, last year the UW-Whitewater Wellness Team launched WINGO, the UW-Whitewater version of BINGO. This year, we decided to bring it back with a twist. We are proud to announce — Nature WINGO!

This year’s version of WINGO is all about getting outside, going for a hike, visiting a park, and enjoying nature. We have designed a WINGO card with 16 different parks, trails, gardens, and more.

Nature WINGO will run from July 15th – November 15th, 2020. If you wish to participate, please email benefits@uww.edu so we can send you the electronic WINGO card.

When you sign up, you will receive a Warhawk Wellness compass caribiner (pictured below) and when you finish the card, you will receive a Warhawk Wellness roll-up blanket (pictured below).

We’d love to see where you are adventuring to! Please send us pictures of you in nature so we can include it in here in the newsletter!
Upcoming 2020 Benefit Events

**Biometric Screenings:**
- Will take place on September 25 & 30 at the CEC
- Examiners will be on campus to administer health screenings for the $150 incentive program.
- Appointments required – employees can sign up in their StayWell Portal

**Open Enrollment 2020:**
- Open enrollment will be September 28 – October 23, 2020

**Benefits Fair:**
- The 2020 Benefits Fair will be virtual this year. More details to come

**Benefits Enrollment Assistance Sessions (BEAS):**
- Will be offered on October 6th, 14th, and 23rd at the CEC
- By appointment only, more details to come

**Flu Shot Clinic**
- Dates: TBD in UC 68
- A nurse from StayWell will be on campus to administer flu shots to employees
- Appointments are required, a sign up will be sent out soon
Benefits

• Information regarding FMLA, COVID leave and EFMLA will be addressed during the Return to Work portion of this presentation.
• Please be sure to ask your questions in the Chat box.
• Were in this together and will get through this together!
• **Biweekly Payroll** – University Staff, University Staff Temporary, and Student employees
  – UW-Shared Services
  – Tara Barbosa: tara.barbosa@uwss.wisconsin.edu
  – Timesheet entry & approvals, absence requests & approvals, exceptions, furlough

• **Monthly Payroll** – Faculty, Instructional and Non-Instructional Academic Staff, and Graduate Assistants
  – UW-Whitewater
  – Payments, leave entry & approvals, furlough

• **Payrollsupport@uww.edu**
  – Funding, earnings statements, W-4, deductions, direct deposit, etc.
Student Help

• Need Help Hiring a Student Employee?
  – [https://www.uww.edu/studentemployment](https://www.uww.edu/studentemployment)
  – Contact Stupay@uww.edu

• Online Student Employment Tool Training
  – [https://uwwtw.instructure.com/enroll/LHDPAA8](https://uwwtw.instructure.com/enroll/LHDPAA8)
Training and Development

- Training opportunities shared here: 
  https://www.uww.edu/adminaffairs/hr/development-training

- New Hire Campus Orientation now on Canvas

- Supervisor Training modules now available on Canvas
  - Includes Student Employment Tool training
  - Includes Student hiring through Handshake Training

- Looking for anything specific, just ask!

EMAIL: WARHAWKU@UWW.EDU
RETURN TO WORK
Return to Work During COVID Times Requirements

- Facial Coverings must be worn in all indoor public areas, unless UWW [ADA Coordinator] provides the employee an exemption [Asthma, COPD, etc.]
- Be cognizant of social distancing
- Wash your hands for 20 seconds
- Employees, faculty and instructional staff must follow established work rules
**RETURN TO WORK – OSHA; ADA; FMLA [E] AND FLEXIBLE [MODIFIED] WORK SCHEDULE**

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<tbody>
<tr>
<td><strong>Requirements</strong></td>
<td>Masks must be worn in all indoor public areas, unless UWU has provided an exemption to an employee. UWU can require employees to complete symptom checks as regularly as daily; can send symptomatic employees home; require employees to report positive COVID test results, and impose return-to-work requirements for symptomatic or COVID-positive employees.</td>
<td>UWU is required to make a reasonable accommodation to an employee with a known disability upon request. As an employer, UWU does not have to provide a reasonable accommodation if it imposes an &quot;undue hardship&quot; and the employee must be able to do the job, with or without an accommodation.</td>
<td>FMLA entitles eligible employees to protected leave, in most cases up to 12 weeks for qualifying reasons: birth; adoption [foster care]; care of spouse, child or parent with a serious health condition; employee's own health condition; and a qualifying exigent situation for a covered military member.</td>
<td>Employment laws, practices, policies and procedures - Federal, State, Local, UW System and UWW.</td>
</tr>
<tr>
<td><strong>Prepares with an Illness or Makes a Request</strong></td>
<td>If an employee is symptomatic, the supervisor can send an employee home, regardless of the employee's desire to remain at work. If an employee requests an accommodation from their supervisor, the employee must be referred to the ADA Coordinator [<a href="mailto:ada-admin@uww.edu">ada-admin@uww.edu</a>] immediately.</td>
<td>If an employee is absent for more than 3 days, the supervisor must reach out to the Benefits Specialist as soon as practicable. The Benefits Specialist will assist the employee with the required paperwork.</td>
<td>If an employee requests a flexible work schedule or a supervisor identifies a need for a flexible work schedule, a supervisor can approve varying work schedules. Work schedules are assigned by the employee's immediate supervisor.</td>
<td>Employees, faculty, and instructional staff must follow established work schedules. Work schedules are assigned by the employee's immediate supervisor. If an schedule needs to be changed, the supervisor and employee must provide as much notice as possible. Departments may institute flexible working hours; however, the State of Wisconsin does require that standard office hours are between 7:45 AM and 4:30 PM.</td>
</tr>
<tr>
<td><strong>Decision Support</strong></td>
<td>Risk Management and Human Resources can provide support to both the supervisor and employee. The supervisor must refer the employee to the ADA Coordinator, who will work with the employee and their healthcare provider to determine whether or not an accommodation is reasonable. If an accommodation is needed, the ADA Coordinator will notify the supervisor of what is needed and speak with the supervisor to determine whether or not the request can be accommodated, based on the hardship [needs of the university]. Subsequently the supervisor will be notified when supporting documentation is received by the medical provider, which supports the medical need.</td>
<td>The Benefits Specialist will confirm whether or not the employee qualifies for the protected leave and provide leave information and options, if applicable, to the employee. The Benefits Specialist will [a] notify the supervisor that the employee qualifies for the FMLA protected leave, and [b] discuss the duration of protected FMLA leave.</td>
<td>The supervisor must keep the leadership of their college, department or division informed, if and when a work site schedule has been changed. The supervisor must ensure that the telecommuting agreement is completed, approved, and forwarded to HR. If the supervisor determines that the flexible work schedule should not continue, the supervisor must provide as much notice to the employee as possible before ending the flexible work schedule. It is important to strive for consistency and treat all employees equally, without discrimination.</td>
<td>Employee must maintain work records and approve timekeeping records as a supervisor, with the given authority for the UWU.</td>
</tr>
<tr>
<td><strong>Confidentiality</strong></td>
<td>Any health-related information is held in the strictest of confidence by UWU and shared only to employees with a need to know, who may include supervisors, HR, and Risk Management.</td>
<td>Medical records are confidential and an ADA request for a reasonable accommodation is considered medical information and subject to ADA’s confidentiality requirements.</td>
<td>Medical information is confidential and employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.</td>
<td>Supervisor must maintain work records and approve timekeeping records as a supervisor, with the given authority for the UWU.</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td>The employee enters sick time into the time management system. The supervisor monitors and approves use of accrued time. The ADA Coordinator must keep a log of provided accommodations.</td>
<td>The Benefits Specialist must keep accurate records of protected leave.</td>
<td>The Benefits Specialist will assist the employee with the required paperwork.</td>
<td>The immediate supervisor must oversee employees' flexible work schedules, monitor work performance and approve time.</td>
</tr>
</tbody>
</table>
Employee: Are You Not Ready to Return to Work?

Is this related to your medical health?

- YES
  - Contact ADA Coordinator@uww.edu

- NO
  - Do you need time off to care for ill dependent?
    - NO
      - Is your concern due to someone living at home?
        - NO
          - No accommodation needed
        - YES
          - Is someone at your home at risk?
            - NO
              - Is your dependent able to go to school/daycare?
                - NO
                  - No accommodation needed
                - YES
                  - Contact your supervisor to arrange alternatives
            - YES
              - Contact Benefits@uww.edu

- YES
  - Contact Benefits@uww.edu

- NO
  - No accommodation needed
Supervisor Reviewing Employee Request for Accommodation

Does EE need time off to care for ill dependent?

- YES: Contact Benefits@uww.edu
- NO: Is EE concern due to someone living at home?

- YES: Is someone at your home at risk?
  - YES: Is EE's dependent able to go to school/daycare?
    - YES: No accommodation needed
    - NO: No accommodation needed
  - NO: Is a flexible or alternate work schedule possible?
    - YES: Communicate working arrangements to HR@uww.edu
    - NO: Employee can contact Benefits@uww.edu

- NO: Have employee contact ADACoordinator@uww.edu

Any questions or concerns, please contact: putlandc@uww.edu
FMLA

Presented by: Stephanie Hartmann
Family & Medical Leave – Guide for Supervisors

- FMLA & WFMLA are leave entitlements for reasonable, job protected leave for specified family and/or medical reasons
- Under FMLA, eligible employees have the right to up to 12 weeks of unpaid, job protected leave per year due to:
  - Pregnancy, prenatal medical care or child birth
  - To care for employee’s child after birth or placement for adoption or foster care
  - To care for employee’s spouse, son or daughter, or parent with a serious health condition
  - A serious health condition that makes the employee unable to perform job duties
  - Qualifying exigencies related to an eligible family member’s service in the Armed Forces
Recognizing FMLA

• FMLA is not always easy to recognize. Some examples of possible FMLA:
  – Employee has been calling in sick a few days a week, for several weeks
  – An adjusted schedule is requested to attend treatments
  – Says a child has a medical condition and needs to move schedule around to attend weekly appointments
  – Writes you an email/leaves voicemail indicating they are depressed and cannot come to work
  – Informs you that they need a month off for back surgery
  – Informs you that they need to reduce to part time for a month after a baby is born
Responding to FMLA

• Let your employee know:
  – This leave may be covered under Family & Medical Leave, which provides job-protected leave. Please contact Benefits@uww.edu to discuss this. I’ll also notify HR&D that they should hear from you.

• All medical information is confidential
  – Employees should submit all medical information directly to HR&D, not to you

• Consult early and often!
  – Whenever you think there might be a possible FMLA case, contact us and we will follow up with the employee

• Even if have sick time, need to file FMLA
FMLA Continued

• If you have a leave request or situation you think might be covered under FMLA/WMFLA, consult with HR&D immediately

• Contacts:
  – Stephanie Hartmann – Benefits Specialist
    • Benefits@uww.edu
  – HR&D Extension: 1024
EFMLA

• Child care only for COVID related reasons
  – No school
  – No daycare
• First 2 weeks unpaid, but employee use available leave, including COVID leave
• After 2 weeks, employee paid 2/3 of their pay, they can use own leave to bring to 100%
• Maximum EFMLA allowed – 12 weeks (2 weeks unpaid, 10 weeks paid)
COVID Leave

• Employees received 80 hours March 1
• Reasons:
  – Exposure
  – Tested positive
  – Ill with COVID
  – Used by Employees using EFMLA
FEI - Employee Assistance Program

• Offers services that support your well-being and resilience in work and life
• No cost, no registration, completely confidential
• Overview of services:
  – Counseling (up to 6 sessions per incident for you or your dependents)
  – Work-life balance (unlimited consultations and referrals)
  – Legal (one consultation per issue)
  – Financial (one consultation per issue)

• Contact information:
  – 866-274-4723
  – www.feieap.com username: SOWI
Visit our COVID-19 webpage for employee-related resources and information.
Human Resources & Diversity (HR) - UW-Whitewater

Contact Us
- Contact Us. 800 West Main Street
- Hyer Hall 330 | Whitewater, WI

Payroll
- Payroll. Faculty/Academic
- Staff/Limited. My UW System
- Online

Benefits
- Benefits. Upcoming Benefit Events
- (icon of a calendar) Upcoming
- More results from uww.edu

Forms
- Forms. A. Absence Entry
- Instructions for Faculty and

TAM
- TAM Recruitment Instructions and
- Materials.

University Staff
- University Staff. University Staff.
- Benefits Summary. Benefits
Payroll

Presented by: Reggie Brown

University of Wisconsin Whitewater
Human Resources and Diversity
# 2020 Employee Payroll Calendar

## Monthly Pay Schedule
Faculty/Academic Staff/Limited Appointment (FA/AS/LI)

*Note: The Pay Period Begin and End Dates listed are only for employees paid Monthly (12 pay periods) and Biweekly. The Pay Period Begin and End Dates for Academic Year employees paid Monthly (9 pay periods) differ for each campus. Academic Pay Period calendars are available at: uwservice.wisconsin.edu/calendars-schedules/academic-payroll/.*

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Run ID</th>
<th>Pay Period</th>
<th>Pay Date</th>
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<tbody>
<tr>
<td>Dec 2019</td>
<td>2019UNC12</td>
<td>12/01/2019 - 12/31/2019</td>
<td>01/02/2020</td>
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<td>2020UNC01</td>
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<td>01/31/2020</td>
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<td>2020UNC02</td>
<td>02/01/2020 - 02/29/2020</td>
<td>02/28/2020</td>
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<tr>
<td>Mar</td>
<td>2020UNC03</td>
<td>03/01/2020 - 03/31/2020</td>
<td>04/01/2020</td>
</tr>
<tr>
<td>Apr</td>
<td>2020UNC04</td>
<td>04/01/2020 - 04/30/2020</td>
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<tr>
<td>May</td>
<td>2020UNC05</td>
<td>05/01/2020 - 05/31/2020</td>
<td>06/01/2020</td>
</tr>
<tr>
<td>Jun</td>
<td>2020UNC06</td>
<td>06/01/2020 - 06/30/2020</td>
<td>06/30/2020</td>
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<td>Jul</td>
<td>2020UNC07</td>
<td>07/01/2020 - 07/31/2020</td>
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<td>Aug</td>
<td>2020UNC08</td>
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<td>10/30/2020</td>
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<tr>
<td>Dec</td>
<td>2020UNC12</td>
<td>12/01/2020 - 12/31/2020</td>
<td>01/04/2021</td>
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</table>
# Payroll Calendar

## Biweekly Pay Schedule

University Staff, Academic Staff Hourly and Student Hourly

<table>
<thead>
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<td>12/22/2019 - 01/04/2020</td>
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<td>02/02/2020 - 02/15/2020</td>
<td>02/27/2020</td>
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<td>Feb C</td>
<td>2020BW02C</td>
<td>02/16/2020 - 02/29/2020</td>
<td>03/12/2020</td>
</tr>
<tr>
<td>Mar A</td>
<td>2020BW03A</td>
<td>03/01/2020 - 03/14/2020</td>
<td>03/26/2020</td>
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<td>Mar B</td>
<td>2020BW03B</td>
<td>03/15/2020 - 03/28/2020</td>
<td>04/09/2020</td>
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<tr>
<td>Apr A</td>
<td>2020BW04A</td>
<td>03/29/2020 - 04/11/2020</td>
<td>04/23/2020</td>
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<td>04/12/2020 - 04/25/2020</td>
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<td>May A</td>
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<td>04/26/2020 - 05/09/2020</td>
<td>05/21/2020</td>
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<td>May B</td>
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<td>05/10/2020 - 05/23/2020</td>
<td>06/04/2020</td>
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</table>
# 2020-21 Academic Calendar

## 2020-2021 Academic Pay Periods

### UW-Whitewater

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<tr>
<th>Period</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Total Days in Pay Period</th>
</tr>
</thead>
</table>
My UW System

- **My UW System (Portal)**
- Must log in – personal to each employee
- Earnings Statements and W-2
- Benefits and Personal Information (address, etc.)
- Submit absence requests, and access the biweekly timesheet to report furlough
- **FA/AS/LI Online Leave Report Instructions**
Time and Absence Help

TIME AND ABSENCE HELP

Furlough / COVID-19  Employee Self Service (ESS)  Manager Self Service (MSS)  HR Contacts

UNIVERSITY STAFF - NON-EXEMPT, UNIVERSITY STAFF LIMITED AND STUDENT (SHOW / HIDE)

UNIVERSITY STAFF - EXEMPT AND ACADEMIC
HOURLY STAFF - NON-EXEMPT (SHOW / HIDE)

FACULTY, ACADEMIC STAFF AND LIMITED APPOINTEE (SHOW / HIDE)

FACULTY, ACADEMIC STAFF AND LIMITED APPOINTEE - NON-EXEMPT (SHOW / HIDE)
Payroll Help

PAYROLL HELP

Earnings Statement Help
# Forms Navigation

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<th>LEAVE BENEFITS</th>
<th>TIME AND ABSENCE</th>
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<td>DELTA DENTAL</td>
<td>NEW EMPLOYEES</td>
<td>UNIVERSITY INSURANCE ASSOCIATION</td>
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<tr>
<td>DOMESTIC PARTNERSHIP</td>
<td>PAYROLL/W-4/DIRECT DEPOSIT</td>
<td>UW EMPLOYEES, INC. LIFE INSURANCE</td>
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<td>EDVEST</td>
<td>PUBLIC SERVICE LOAN FORGIVENESS</td>
<td>VSP VISION</td>
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<tr>
<td>HEALTH SAVINGS/FLEXIBLE SPENDING ACCOUNTS</td>
<td>STATE GROUP HEALTH INSURANCE</td>
<td>WISCONSIN DEFERRED COMPENSATION</td>
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<tr>
<td>INCOME CONTINUATION INSURANCE</td>
<td>STATE GROUP LIFE INSURANCE</td>
<td>WISCONSIN RETIREMENT SYSTEM</td>
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<tr>
<td>INDIVIDUAL &amp; FAMILY LIFE INSURANCE</td>
<td>TAX</td>
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<tr>
<td></td>
<td>TAX SHELTERED ANNUITIES</td>
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</tr>
</tbody>
</table>
Intermittent Furlough FAQ

Please contact HR@uww.edu if you have any questions.

Intermittent FAQ

- What is a Furlough?
- Spanish Translation for FAQs.
- How do I record my furlough? (Time Entry Tipsheets)
UW-System Tipsheets

• Furlough Entry Tipsheet - Monthly Instructional Only

• Furlough Timesheet Entry - Monthly NON-Instructional Only

• Furlough Timesheet Entry – Biweekly

• Furlough Timesheet Entry Deadlines
Payroll “Cheat Sheets”

• Payroll Cheat Sheet: Furlough Entry for **Instructional** Monthly-Paid Employees

• Payroll Cheat Sheet: Furlough Entry for **NON-Instructional** Monthly-Paid Employees

• Payroll Cheat Sheet: **Supervisor Approval** of Furlough Requests
Furlough Entries and Approvals – Monthly Employees

Summary for all Faculty, Academic Staff, and Limited Employees:

- **Nine-month Instructional** employees submit furlough as absence requests selecting COVID FURLOUGH as the absence name. See Academic Calendar for monthly pay periods. Supervisors approve the absence requests.

- **Twelve-month NON-Instructional** employees submit furlough on the biweekly timesheet selecting FURLM for the furlough day. Supervisors approve furlough in the “Payable Time Approvals” section of the Manager Self Service Dashboard.

- All furlough for a month should be entered and approved by the 15th of the month. Submit future dates for absence requests and timesheet entries.

- You must still submit a monthly leave report.
Furlough Entries and Approvals – Biweekly Employees

- **Biweekly** employees enter unpaid furlough on their biweekly timesheet, using the FURLH code, and entering the number of hours.

- Supervisors approve furlough in the “Payable Time Approvals” section of the Manager Self Service Dashboard, along with the hours worked for University Staff and students.
Questions?

Email payrollsupport@uwu.edu
QUESTIONS!!!