

Explanation of New Furlough Reports (October 25, 2010)

Thanks to all the great feedback we've received regarding the furlough dashboards, we've released a new version of the furlough dashboard that is easier to use and more contains features including savings estimations and budget information. The biggest change is the two dashboards (Furlough - Daily Update & Furlough - Pay Period) have now become one. You can find it in UAccess Analytics under Employee>Leave Tracking>Furlough Reports.

The new prompt at the top asks 'Please select how you would like to see the Furlough numbers presented to you:' and offers two selections boxes. The first box allows you to choose between seeing furlough data as 'Hours' or as 'Savings'. The second box allows you to choose from seeing the data as 'Totals (as of Today)' or 'by Pay Period'. Click 'Go' and the information will be updated based on your selections.

Here's a description of each combination:

Hours - Totals (as of Today) shows the same information previously available on the Furlough - Daily Update dashboard. The report shows the number of furlough hours required, taken, left to take and reported as of today. It also includes a special notification that pops up if an employee is attempting to take more hours than required.

Hours - by Pay Period shows the same information previously available on the Furlough - Pay Period dashboard. Use this combination to see the number of furlough hours taken broken down by pay period.

Savings - Totals (as of Today) shows two reports. The Established Furlough Savings report shows the total savings that has been accumulated based on furlough hours already taken. The Anticipated Furlough Savings report shows the estimated savings that can be expected based on furlough hours left to take and reported for the current pay period.

Savings - by Pay Period shows the savings that has been accumulated based on furlough hours already taken broken down by pay period. An additional level of detail [All Details (Includes Budget Line)] has been added to this report to show budget department, budget line and object code for the furlough savings.

Please direct feedback regarding the reports to the Mosaic Community or to Christy Drake (drakec@email.arizona.edu). We will compile the feedback to coordinate corrections and explore enhancements where possible.