

The University of Arizona
Frequently Asked Questions (FAQs) regarding the Furlough Reports
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There are several different salary fields in UAccess. Which salary field is used to calculate the furlough requirement?

The Furlough Reports calculate the furlough requirement using the Annual Base Benefits Rate (ABBR) at a 1.0 FTE.

How is the furlough requirement calculated for an employee who has more than one position with different salaries?

When an employee has more than one position with different salaries, the Annual Base Benefits Rate (ABBR) is a weighted average of the two (or more) salaries. For example, if an employee has a .25 position making \$40,000 and a .75 position making \$50,000, the ABBR is calculated thus:

$$\$40,000 \times .25 = \$10,000$$

$$\$50,000 \times .75 = \$37,500$$

$$\$10,000 + \$37,500 = \$47,500$$

\$47,500 is the ABBR and is used to calculate the employee's furlough requirement, which is one day or 8 hours.

If an employee's salary or FTE changes during the year, will the furlough requirement change on the furlough dashboard?

When an employee experiences a salary or FTE change that impacts the furlough requirement, the furlough dashboard will immediately reflect a new, weighted furlough requirement.

How will the furlough requirement be calculated for an employee who experiences a salary or FTE change?

The year is divided into 4 quarters, and each quarter will receive 25% weight in calculating the furlough requirement based on the furlough requirement at the beginning of the quarter. For purposes of these calculations, the quarters begin on July 11, 2010 (or August 22 for academic year employees), October 3, 2010, January 9, 2011 and April 3, 2011.

For example, an employee who makes \$55,000 is required to take 8 hours of furlough. If in September, the employee changes from 1.0 to .75 FTE, the new furlough requirement calculation would look like this:

$$8 \text{ hours} \times 1.0 \text{ FTE} \times 25\% \text{ (1}^{\text{st}} \text{ Quarter)} = 2 \text{ hours}$$

$$8 \text{ hours} \times .75 \text{ FTE} \times 75\% \text{ (2}^{\text{nd}}, 3^{\text{rd}}, \text{ and } 4^{\text{th}} \text{ Quarters)} = 4.50 \text{ hours}$$

$$\text{Total Furlough Requirement for the year} = 6.50 \text{ hours}$$

How many times can an employee's furlough requirement change?

An employee's furlough requirement will be recalculated any time a change is made that impacts the furlough requirement. However, changes to the furlough requirement only affect future quarters.

For example, if the employee in the example above receives a pay increase to \$61,000 in December; the furlough requirement calculation would look like this:

8 hours X 1.0 FTE X 25% (1st Quarter) = 2 hours
8 hours X .75 FTE X 25% (2nd Quarter) = 1.50 hours
16 hours X .75 FTE X 50% (3rd and 4th Quarters) = 6 hours
Total Furlough Requirement for the year = 9.50 hours

One or more of the employees from my department that are on the furlough report are in a group excluded from taking furloughs. What should I do?

Every effort has been made to reflect the furlough program requirements in the business rules that drive the dashboard reports. Some excluded groups, such as those that provide direct patient care, are in a multitude of titles and are therefore difficult to identify. The department/college/business unit is responsible for determining the correct furlough requirement for each employee. If there is a difference between the department's furlough calculation and the report, the department's calculation will be the determiner.

Will Human Resources or the Provost's office use the furlough dashboards to follow up with employees who have not taken their furlough requirement?

No, all follow up with employees regarding the required furlough will be done at the department/college/business unit level.

If I hire a new employee, when will he or she appear on the furlough dashboards?

New employees will appear on the dashboard reports immediately, and their furlough requirement will be prorated based on the number of quarters left in the year.

For example, the furlough requirement calculation for a 1.0 FTE employee hired in November 2010 who makes \$45,000 is:

8 hours X 0 FTE X 25% (1st Quarter) = 0 hours (not here on first day of 1st Quarter)
8 hours X 0 FTE X 25% (2nd Quarter) = 0 hours (not here on first day of 2nd Quarter)
8 hours X 1.0 FTE X 50% (3rd and 4th Quarters) = 4 hours
Total Furlough Requirement for the year = 4 hours

When an employee leaves the university, will he or she fall off of the furlough dashboards?

No, any employee who had a furlough requirement at any time during the fiscal year will remain on the furlough dashboard reports for the entire fiscal year. This will be important for the tracking aspect of the reports, as employees who leave may have taken furlough during their employment and you will want to capture the value of that furlough.

What happens to the “Furlough Hours Required” and “Furlough Hours Taken” when an employee transfers from one department to another?

When an employee moves from one department to another, the Furlough Hours Required and Remaining Balance transfer with him or her. Furlough Hours Taken and the salary savings associated with those hours stay with the department in which the furlough was taken.

The Furlough Reports indicate a fractional amount of required furlough hours for one or more of my employees. Can the furlough requirement be rounded?

In situations where an employee has experienced a change in FTE or salary, the system may indicate a fractional amount of furlough (e.g., 10.88 hours). Departments may choose to round this to a reasonable number – for example 10.88 hours could be rounded to 10.75 hours to make it easier to relate the time to hours and minutes (most employees understand that 10.75 hours is 10 hours and 45 minutes).