



FURLOUGH ENTRY FOR **NON-INSTRUCTIONAL MONTHLY-PAID EMPLOYEES:**

1. Furlough requests are submitted via the biweekly timesheet. For the unpaid furlough day, select FURLM from the Time/Absence Code column and enter the quantity of hours (4 / 8, or prorated for FTE).
2. For the rest of the days in that week, enter FUREG for hours worked, or submit absence entries for other paid leave (vacation, sick leave, etc.). Click Submit.

Time / Absence Code	Quantity
FURLM - Furlough Unpaid - Monthly	8.00
FUREG - Hours Worked - Furlough	8.00
FUREG - Hours Worked - Furlough	8.00
FUREG - Hours Worked - Furlough	8.00
FUREG - Hours Worked - Furlough	8.00

Time / Absence Code	Quantity
FUREG - Hours Worked - Furlough	8.00
FUREG - Hours Worked - Furlough	8.00
Vacation (UNC)	8.00
Vacation (UNC)	8.00
FURLM - Furlough Unpaid - Monthly	8.00

3. Furlough must be **submitted and approved BY THE 15TH OF EACH MONTH** for the reduction in pay to occur on that monthly payroll; i.e. submit/approve furlough for the full month of September by September 15th to ensure processing on the September payroll, paid October 1st. If not completed timely, the reduction in pay will occur on the next payroll.
4. Furlough may be entered ahead of time; i.e. furlough planned for later in the month should be entered ahead on the timesheets so that it may be approved by the 15th of the month.
5. The biweekly timesheets are locked to employees the Monday night following the end of the biweekly pay period. If employees miss entering the furlough on their timesheet, they may contact the payroll department for assistance.
6. Entering FURLM on the biweekly timesheet does not meet the requirement of submitting a monthly leave report. Employees must still submit the regular monthly leave report in the online system.
7. **Intermittent** furlough does not need to be requested or submitted 14 days in advance. Furlough requests of **two or more consecutive** days must be made 14 days in advance by the employee. The supervisor indicates their approval of the request, and forwards it to Janelle Crowley, PhD., Chief Human Resources Officer. Human Resources sends a confirmation letter to the employee.
8. Taking **more than one furlough day in a two-week biweekly pay period**, even if not consecutive, must also be requested 14 days in advance, following the process in # 5 above. Please refer to the biweekly pay periods on this [2020 Payroll Schedule](#).
9. A furlough day is 1/22nd of your regular gross monthly salary.