

Changes to Full & Half Day Furlough Entry

- Intermittent and consecutive day furlough TRCs (FURLM and FURLF) will be updated to accommodate hourly furlough reporting
 - Full day furlough codes will be reconfigured and renamed to report furlough use in amounts of hours
 - Discontinue use of the half-day TRCs (FUR50 and FRL50) on timesheets effective immediately as these codes have been inactivated
 - We will be converting the half day furlough TRCs that have not been taken by payroll to either FURLM or FURLF
 - Hours recorded with the FURLM/FURLF TRCs will now be used in the calculation of salary and hours reduction
 - Please do not make retroactive changes for timesheet entries that are currently in a Taken by Payroll status
 - The furlough reduction calculation changes are being targeted for the June monthly payroll
 - Half-day furlough codes will be visible on the timesheet 6/1 – 6/6
 - An exception will result if used and submitted
 - Please review exception reports and correct as needed

Changes to Full & Half Day Furlough Entry

Examples:

- Full Time A-basis Employee
 - Annual Salary: 60,000; Monthly Salary: 5,000
 - Hourly rate calculation: $5,000/176 = 28.41$
 - Employee works 4 days/week, 10 hours/day
 - Timesheet entry: FURLM – 10 hours
 - Calculation of reduction: $10 \times 28.41 = 284.10$

- Full Time C-basis Employee
 - Annual Salary: 90,000; Monthly Salary: 10,000
 - Hourly rate calculation: $10,000/176 = 56.82$
 - Employee works 5 days/week, 8 hours/day
 - Timesheet entry: FURLM – 8 hours
 - Calculation of reduction: $8 \times 56.82 = 454.56$

Changes to Full & Half Day Furlough Entry

Examples:

- Part Time (60%) A-basis Employee
 - Annual Salary: 60,000; Monthly Salary: 5,000
 - Hourly rate calculation: $5,000/176 = 28.41$
 - Employee works 3 days/week, 8 hours/day
 - Timesheet entry: FURLM – 8 hours
 - Calculation of reduction: $8 \times 28.41 = 227.28$

- Part Time (60%) A-basis Employee
 - Annual Salary: 60,000; Monthly Salary: 5,000
 - Hourly rate calculation: $5,000/176 = 28.41$
 - Employee works 5 days/week, 4.8 hours/day
 - Timesheet entry: FURLM – 4.8 hours
 - Calculation of reduction: $4.8 \times 28.41 = 136.37$

Smoothing and TRC Query

- A query has been created to assist in review and trouble-shooting of employees assigned a furlough smoothing job action but are using the wrong TRC codes when entering furlough days on the timesheet
- Smoothing and TRC Code Query:
UW_TL_WRONG_TRC_SAL_RED
 - Used to identify employees with the action/reason Salary Reduction (%Smoothing) using furlough TRCs on their timesheet that are not in the list of salary smoothing TRCs
- Information on the use of this query can be found in [KB102598](#)

Encumbrance & CAT to CA Update

- A & H Basis Encumbrance:
 - H-Basis Encumbrance process has been rescheduled to Saturday, June 13th
 - A-Basis Encumbrance process has been rescheduled to Saturday, June 20th
 - All resources will be updated to reflect this change
- A & H Basis CAT Rate Load
 - All Non-Merit increases were loaded
 - Action Reason Codes 019 (Merit-Pay Plan Only) and 067 (Chancellor's Discretion) were not loaded as these should be used for pay plan purposes only
 - Output files will be distributed to HR Directors during the week of June 8th

Death of Employee/Spouse/Dependent

- A landing page has been created with resources available for use when processing the death of an employee, spouse or dependent
- Resources include:
 - Template letters
 - Processing Checklists
 - KB Documents
 - Employee Resources
- <https://uwservice.wisconsin.edu/administration/death/>

Death of Employee/Spouse/Dependent

[HOME](#)[UW SYSTEM HELP](#)[FORMS / PUBLICATIONS](#)[HRS ADMINISTRATION](#)[NEWS](#)[CONTACT](#)[DIRECTORY](#)[CALENDARS](#)

RELATED TOPICS

[Submit Feedback](#)[Benefits](#)

DEATH PROCESSING

The death of an employee or their dependent requires particular sensitivity when providing necessary counseling on the impact of benefits. This page will provide you with tools to ensure that the final paycheck (if applicable) is processed accurately and beneficiaries receive all the necessary information to claim benefits or continue insurance plans.

TEMPLATES

- [First Contact Letter - Employee Death](#)
- [Benefit Letter - Employee Death](#)
- [First Contact Letter - Dependent Death](#)
- [Benefit Letter - Dependent Death](#)

DEATH PROCESSING CHECKLISTS

- [Institution Deceased Employee/Dependent Processing](#)
- [Service Operations Deceased Employee Processing](#)
- [Service Operations Deceased Dependent Processing](#)

KB DOCUMENTS

- [HR - Maintain Employee Data - Death Record](#)
- [PY - Deceased Employee Procedure](#)
- [BN - Death Processing](#)

EMPLOYEE RESOURCES

- [Employee Assistance Program](#)
- [Death of an Employee](#)
- [Death of Spouse, Domestic Partner or Child](#)

Contact Information

- The following email addresses will be decommissioned on June 26, 2020:
 - ag1@uwsa.edu
 - ag2@uwsa.edu
 - ag3@uwsa.edu
 - servicecenter@uwsa.edu
- When reaching out to Service Operations Support, please use the following email address: serviceoperations@uwss.wisconsin.edu or use [our web form](#)
- When submitting an email, please include the EE Name and EmplID within subject line
- See [KB17960](#) for further support information