Campus Specific Guidance for Furloughs Related to COVID-19

*NOTE: All Furloughs must be approved by Budget Assistant/Associate Dean and Vice Chancellor prior to providing notice to employees and entry into HCM or CU Time. The School/College Dean’s office/administrative department must submit furlough letters to central HR at hr.furloughlayoff@ucdenver.edu

This guide explains procedures for continuous and intermittent leave that are specific to the University of Colorado Denver and Anschutz Medical campus. Some key rules around this process:

- Employees are not allowed to work while on furlough.
- If the furlough would take the employee’s salary below the FLSA threshold ($35568), they must record hours and will be eligible for overtime. Please contact your Dean’s office if you encounter this situation.
- Furlough entry into My Leave is not used for any employment group.
- Entries for intermittent furloughs are entered into CU Time and are effective in the month in which entered. To ensure furloughs hit financial statements in a timely manner, we will not do dock entries in arrears.
- Furloughs do not apply to: classified staff, graduate assistant, postdoctoral, temporary, student employees, student stipend, and employees in an H1B status.
- Funding overrides are not allowed for grant funded positions in CU Time and My Leave.
- Per Regent Policy, anyone placed on furlough (whether intermittent or continuous) will still accrue sick and annual leave. However, HCM does not have the ability to generate the accruals for anyone on a continuous furlough when SWB (Short Work Break) is used. School/College Dean’s office/administrative department users must manually track and then update the balances in HCM once the employee returns.

Processes Prior to Entry

Anschutz/CSA

The central budget office will provide an expense mitigation template (for layoffs, furloughs, etc.) which contains fields needed for finance purposes and reporting to System. The template includes fields needed to do furlough transactions in CU Time.

The School/College Dean’s office/administrative department will then complete the spreadsheet with furlough data and submit back to Central Budget Office no later than 4 business days before the monthly payroll cutoff date.
Denver/ASA

The Denver Campus announced on May 20, 2020 a campus-wide intermittent furlough program effective 7/1/2020 and potentially running through June 30, 2021. The furlough is in response to budget planning scenarios for Fiscal Year 2020-21, currently estimated at a 15% or $33M revenue shortfall. The Budget Office provided furlough models to Schools and Colleges and impacted administrative areas for the campus wide graduated furlough program. A template letter has been provided to use for notifying impacted monthly employees, as well as a concurrence form for documenting scheduling agreement. Final furlough models (after unit changes such as FTE revisions or other planned position changes), signed notification letters, and concurrent forms should be returned to: hr.furloughlayoff@ucdenver.edu by July 15, 2020. If units have additional furloughs outside of the campus-wide intermittent program (such as continuous actions) they should be reported separately to the Budget Office and hr.furloughlayoff@ucdenver.edu.

Denver/Anschutz

School/College Dean’s office/administrative departments will process furlough entries beginning in June for Anschutz Medical Campus/CSA units and July for Denver/ASA units. All entries must be submitted and approved by the monthly Payroll deadline outlined in the “Furlough Calendar.xlsx” spreadsheet.

Entry Options

There are TWO options for entry of furloughs into HCM on our campuses; Continuous and Intermittent

CONTINUOUS FURLOUGH

Used when an employee will be furloughed for 100% of their work time during an indefinite timeframe without pay. You will place them on a Short Work Break (SWB) in HCM using the ePAR LEAVE transaction. You can reference the Putting an Employee on Leave step-by-step guide. While on short work break, employees remain eligible to accrue leave. However, the accruals will not be generated automatically.

When continuous furlough begins:

- Enter the ePAR Leave transaction using the action/reason combination of Short Work Break/Short Work Break.
- Enter comments to document whether voluntary or mandatory furlough. Note: these comments will not feed into Job Data. A query can be run to pull ePAR comments for your department: CUES_HCM_EPAR_COMMENTS

When continuous Furlough ends:

- Enter the ePAR Leave transaction using the action/reason combination of Return from Short Work Break/Return Short Work Break.
- Again, both Sick and Vacation leave accruals continue during furloughs. Leave accruals will need to be adjusted once employee returns from furlough.
Adjustments should not be completed until the employee returns to work, and adjustments must be entered using dates where the employee is in an Active status (do not enter adjustments using the date range of the furlough; they will be rejected by HCM)

INTERMITTENT FURLOUGH

There are two options for the entry: Manual entry into CU Time or use the CU Uploading Regular Earnings Files upload process. Employees who are furloughed for partial time will have hours docked in CU Time using the DK3 docking earnings code.

A sample template “Furlough Spreadsheet (DK3)” has been created to help determine the hours to be docked based on % of pay cut/percent of time. It also contains a calculator to help you pick the appropriate number of hours to enter for DK3.

Option 1 - Manual Entry into CU Time

You can enter the time manually into CU Time for individual employees using the “Manually Entering Reported Time” sbs guide. (Main Menu → CU Time → CU Employee Reported Time).

Option 2 – Use the CU Uploading Regular Earnings Files

I. Use the Furlough Spreadsheet (DK3) Template to calculate dock hours

1. You can utilize the Calculator tab to help you determine the exact DK3 hours to enter.
2. Enter in FTE and ANNUAL salary, and the chart will calculate the different DK3 hours to enter for the corresponding % of Furlough amounts.
3. Use the EXAMPLES tab to see how DK3 hours look for an FTE of 1.0 at different % of pay cut amounts.
4. Any DK3 hours entered must be in negative (ex. -43.33)!!!

Note: When ready to do the upload, all extra columns/tabs must be deleted and the file is converted into .csv format to prepare for the standard CU Time regular hours upload.

II. Prepare the DK3 Template for the upload

1. Once you are finished filling in the DK3 Template, you must prepare the file for upload into CU Time.
2. Delete extra columns including:
   - Department/School Name
   - Employee Name
   - Employee FTE
   - % of paycut
   - Comp Rate
3. Save as .csv format.
4. Upload the .csv file into HCM (Main Menu → CU Time → CU Processes → CU Regular Earnings Load).

*Note:* You can reference the **CU Uploading Regular Earnings Files** step by step guide with the detailed instructions on how to prepare and upload the file ([https://www.cu.edu/docs/sbs-uploading-cu-regular-earnings-files](https://www.cu.edu/docs/sbs-uploading-cu-regular-earnings-files)).

### III. For Monthly Hourly Employees including Working Retirees

Time for monthly HOURLY employees will be entered in the normal manner using the REG earnings code. Furloughs for this group should be documented on the expense mitigation template for Anschutz/Budget Spreadsheets for Denver. There is no need to enter in DK3 hours.

### IV. For Monthly Salaried / Overtime Eligible

These employees must enter regular work hours into My Leave otherwise employee will be docked hours.

- The School/College Dean’s office/administrative department will enter all furloughs into CU Time using DK3 in the month the furlough is effective before the monthly payroll cutoff.
- Employee will not enter furlough hours into my leave; time will be entered as regular time and furlough hours will be documented in CU Time and furlough letter.

### V. Corrections/Adjustments to Intermittent Furloughs after Payroll has run

For any questions on entry and/or corrections, please contact Loan La or Dan Nunez at: ([hcm_hrcorrections@udenver.edu](mailto:hcm_hrcorrections@udenver.edu)).

### VI. Useful documents and links

- **Furlough Calendar** ([Furlough Calendar.xlsx](Furlough Calendar.xlsx))
- **Putting an Employee on Leave step-by-step guide**
- **Furlough Spreadsheet (DK3)**
- **Manually Entering Reported Time**
CU Time Regular Earnings template

CU Uploading Regular Earnings Files

HCM QUERIES:

CUES_HCM_EPAR_COMMENTS – This will pull all comments entered into all ePAR transactions in a date range.

CUES_HCM_MY_LEAVE_CALENDAR – For tracking comments in My Leave.

CUES_HCM_REPORTED_TIME – For tracking comments in CU Time.

*Future DK3 Compare Query – Employee Services is about to publish a new query that will help departments compare the DK3 time entry against any uploaded entries to prevent over or under docking of hours.