

## How To Calculate Classified Furlough Hours & Doc Pay

### A) Calculate Furlough Hours - Steps 1-4

**Step 1: Determine the furlough hours**, based on the employee's full-time monthly pay rate as of 10/1/2011.

Full-time Pay Rate	Unpaid Leave Days	Maximum Hours
Tier 1 – Less than \$2,485 (\$14.33 and below)	7 days/biennium	56 total hours
Tier 2 - \$2485 to \$3103 (\$14.34 to \$17.90)	9 days/biennium	72 total hours
Tier 3 - \$3,104 and above (\$17.91 and above)	11 days/biennium	88 total hours

**Step 2: Prorate hours based on how many months that the employee will be in the 24-month furlough program.** The program began 7/1/2011 and ends 6/30/2013. Take the total number of months the employee will be in the furlough program and divide the number by 24. (This will give you the percentage of time the person is in the program based on months.) Always round down and carry out 2 decimal places. Take the maximum hours from the chart in Step 1 and multiply by this percentage.

**Example 1:** A 12-month employee is hired 11/20/2011. Begin counting months with the first full month. This person is in the program 19 out of 24 months (12/11 – 6/30/13).  $19 / 24 = .79$  (always round down and out 2 decimals). From the chart above, take the maximum hours posted in Step 1 (56 hours) and multiply times .79 to equal 44.24 hours. Proceed to Step 3.

**Example 2:** A 12-month employee is hired 12/1/2011 on a limited duration appointment that is due to end on 12/31/12. This person is part of the program 13 out of the 24 months.  $13 / 24 = .54$  hours. Take the hours from Step 1 and multiply that number by .54. Proceed to Step 3.

**Step 3: Prorate based on FTE.** Multiply the calculated hours in Step 2 by the employee's annual FTE.

**Example:** Hours from Step 2 are 44.24 and this person is on a .75 annual FTE. Take the 44.24 hours and multiply by .75 to equal 33.18 hours.

**Step 4:** In the *Banner* form PEALEAV, XFUR leave code section, enter the furlough hours in the accrued hours field and save the record.

### B) Calculate & Communicate Doc Pay (for salaried employees only)

Take your final furlough hours and divide them out over the remaining months. Send an email to Anita Gurule in the Payroll office with the amount.

**Example:** The final amount of furlough hours was 44.24 and the number of months to be able to doc pay = 20 Months (Nov 2011- June 2013). Take 44.24 and divide by 20 to equal 2.21 hours (always round down and carry out 2 decimal places).

#### Examples of the entire process

**Example 1:** A 12-month full-time salaried employee earning \$2460 per month begins 1/1/2012.

Step 1 – The person is in Tier 1, which is 56 hours.

Step 2 – The person started 1/1/2012 and is part of the program for 18 months of the 24

Months:  $18 / 24 = .75$  months, then multiply  $56 \times .75$  to equal 42 hours.

Step 3 – Since this person is a fulltime employee, he/she is still at 42 furlough hours for the biennium

Step 4 – Populate furlough bucket in PEALEAV with 42 hours in the accrued column.

Communicate to Anita in the Payroll office that you have populated the furlough bucket with 42 hours and have her setup a default furlough doc of 2.33 hours per month (1/2012 – 6/2013 = 18 months)

**Example 2:** A 9-month .50 FTE hourly employee earning \$15.00 per hour begins 4/01/12.

Step 1 – The person is in Tier 2, which is 72 hours

Step 2 – The person is part of the program for 12 months of the 24 months (includes Apr and May 2012 and Sept, Oct, Nov, Dec 2012 and Jan – June 2013):  $12 / 24 = .5$  months; take  $72 \times .5$  to equal 36 hours.

Step 3 – Multiply 36 hours by .50 to equal 18 hours for the biennium.

Step 4 – Populate the furlough bucket in PEALEAV with 18 hours in the accrued column.

Since this person is hourly, there is no need to communicate with the Payroll office.