Employee Furlough eForm Submission Job Aid

University of Wisconsin Stevens Point

Complete the Employee Furlough e-Form Submission

Use this job aid to support you in completing the Employee Furlough Submission via the e-form system.

1. Visit: https://eforms.uwsp.edu

2. Upon clicking the link, if prompted, login using your UW-Stevens Point login information.

   Authentication Required

   https://eforms.uwsp.edu is requesting your username and password.

   User Name:
   Password:

   OK   Cancel

3. Give the system a moment to login.

   You are being logged in to eforms.uwsp.edu.....

4. The e-Forms website displays.

   E-Forms   FinOps   HR

   Home | Log Off

   Forms | My HR Tasks | Position Requests

   HR Forms (5 items)

   Name ▲
   Employee Furlough Submission
   HR Position Request

   a. Click Employee Furlough Submission.

Your Employee Furlough Submission form displays with your personal and appointment information.

University of Wisconsin Stevens Point

Submitter

| Name: | | m |
| Request Date: | 5/4/2020 | |

∧ HR Info

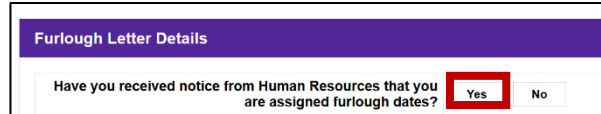| Supervisor(s) | |
Job Title(s)	
Comp Rate	
FTE(s)	
Pay Basis	

Furlough Letter Details

| Have you received notice from Human Resources that you are assigned furlough dates? | Yes | No |

5. Click Yes if you have received the notice from UW-Stevens Point Human Resources to take intermittent furlough.

Furlough Letter Details

Have you received notice from Human Resources that you are assigned furlough dates? **Yes** No

6. Complete your Employee Furlough Submission form.

   a. You will be promoted to complete your organizational information, such as title and supervisor. This is needed because the information for the eform populated information is stagnant and does not capture appointment changes. Additionally, if you have two appointments, the eform pre-populated information may not match the appointment you request dates for.

When requesting the dates, do so according to your supervisor's expectations. The request form was designed per the UW System Administrative Interim: Furlough Policy (1200-Interim 04) and will require information such as:

- The dates and increment (full day or half day) of each furlough day requested.
- All of the assigned days need to be requested via the eForm (and time reporting system), including the pre-set days.
  o The assigned days do not have to be requested all at once (see other tips below).
- Brief description of a work plan. The work plan may include information such as tasks which cannot be accomplished due to the intermittent furlough and/or alternative contacts for immediate/emergency situations.

The number of days allotted are the number of days listed in your individualized communication.

If you work all academic year:
1. Request all your days for the entire year, **or**
2. Request your days per semester or split between two timeframes. For example, take half of your days by the semester end or December 31, 2020; then take the other half during semester II.

Follow department expectations and/or watch for institutional communication for eForm submission deadlines.

If you are an instructor and are contracted for the full academic year:
You may take furlough during Winterim. Ensure you are staying within the 1 day per biweekly period in accordance with the information provided within Biweekly Time Periods and Pay Basis Timeframes.
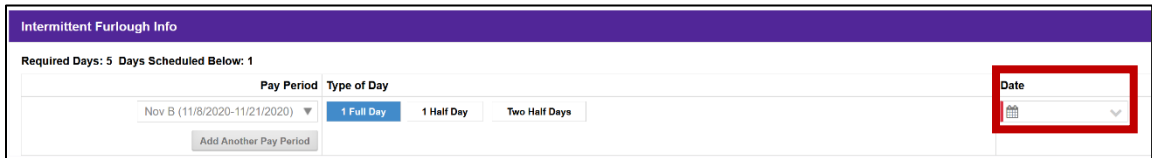
If you are expected to work on a university pre-determined date:
Complete the Employee Furlough Submission e-Form in the E-Form system. In the notes/comment section of the form indicate which pre-determined date(s) the requested date(s) is/are replacing.

b. Enter your dates:
   i. Choose the biweekly period
   ii. Click the associated choice with how you will take a date within the period: 1 full day, one half day, or two half days.

   If you choose 1 half day, you must be using up a half day assignment.

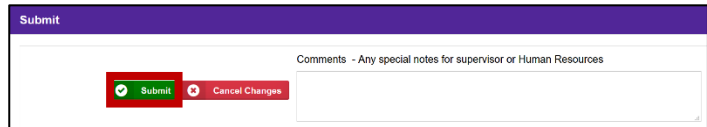   A date field with a calendar drop down will populate.

   iii. Choose the specific date you are requesting.

   iv. Type in your workplan to ensure your students or customers are being served while you are off.
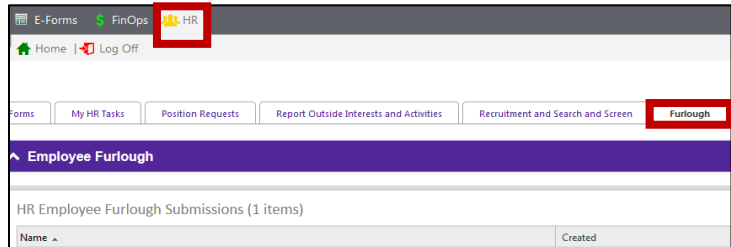
7. Submit the form.

   You will be able to view your submitted form once your supervisor **approves** it.

   To view your submitted form, click HR tab, then click Furlough tab. Click the Employee Furlough dropdown. The report may take a few minutes to load.

8. Complete your timesheets and/or leave reports in accordance with the information provided in the Scheduling and Taking a Workforce-wide Intermittent Furlough Day Guide.

Changing a Requested Date

If you have a date which needs to be changed, do a new request in the e-form system. The new request can be just for the day which is changing.

- If a change is needed and is known in advance, resubmit a furlough e-form request prior to the original date of requested furlough.
- In the event of a work-related emergency, upon determination, coordinate with your supervisor to determine an updated date, preferably within the same bi-weekly period and to submit a new e-form request.

For either type of change, note in the comment field the reason for the change(s) and the original date(s) the new request is replacing.

Supervisor Review and Approvals

When you first arrive in the system, ensure you are within the HR page. You can see your employees' requests within the Furlough tab. You will see an employee's name if they have submitted a request. Click their name to review their submitted request.

For tips on what to consider while reviewing the request, review the [Reviewing an Employee Preference Request](#).