


Supervisor Furlough Submission

The supervisor furlough requests a furlough for approval by the Vice Chancellors. The output will be a notification from Human Resources.

General / Employee Information

1. Complete the HR E-Form with the required information.
2. Employee information is pulled from DIMS, so an employee must be in DIMS before they will appear in the drop down. The rest of information will populate accordingly.
3. Select “clear lookup” to remove the entered employee information if inaccurate.

Note: if an employee is associated with multiple departments, a button will appear that says, “Show Departments” (shown below). Click “Show Departments” to display a drop-down menu; select the correct department and the rest of the columns will populate.

Department
This employee has multiple positions, press the button to show a department picker 

Furlough Type Information



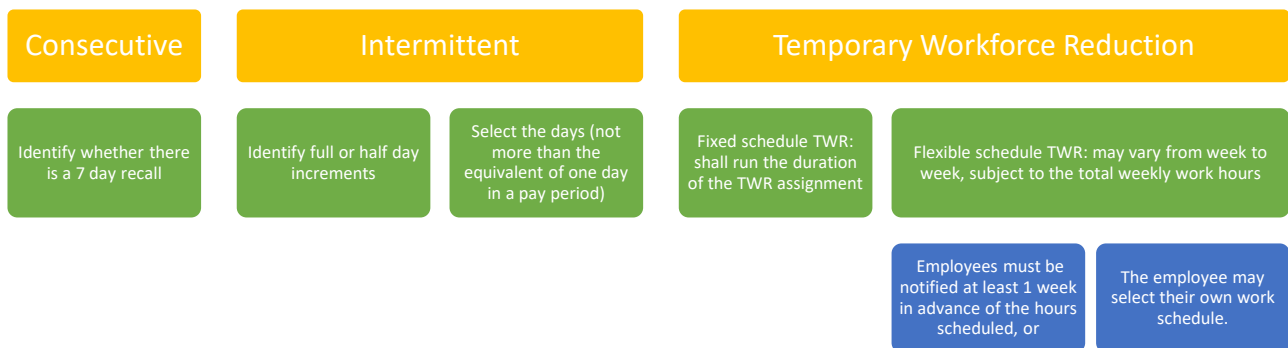
Temporary work reduction (TWR) is defined in the policy as: “A furlough assigned which reduces the FTE percentage of an employee’s appointment for a continuous period with a defined start and end date.”

1. The date calculator under the earliest and latest dates will calculate calendar and business days. Legal holidays are not programmed to deduct from the business day total.
2. If the employee is selected as who will assign furlough dates (employee/supervisor), you will either then complete the for form or additional fields will appear to be completed.

Consecutive/Intermittent/TWR Furlough

1. If the supervisor is selected to assign dates, additional information will be prompted to fill in.
2. Assure that, regardless of furlough type, the dates selected reflect the total days to be furloughed.
3. To access the “Submit” option, you must select the “Acknowledge” checkbox.

Note: If selecting that the employee will be able to select their own dates, they will be notified to do so in their official notice from HR. The employee will not be prompted to do something automatically.



Process

