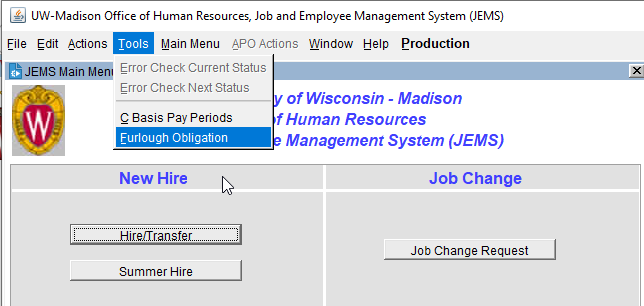
# **Furlough Obligation Report**

To monitor furlough obligation, furlough hours used, and remaining furlough, run the Furlough Obligation report available in JEMS Hire. To request access to JEMS Hire, complete the [JEMS Authorization form](https://www.ohr.wisc.edu/docs/JEMSAuthorizationForm.pdf).

## **Run the Report**

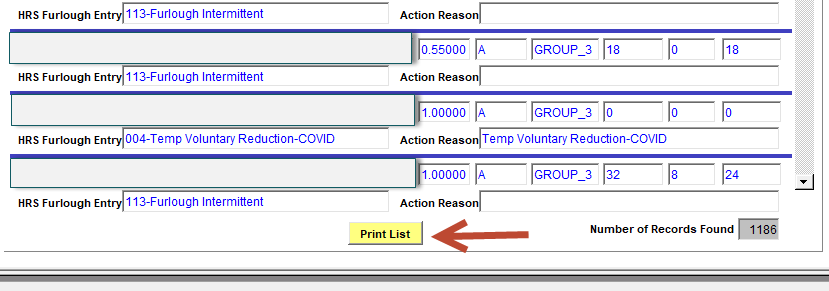
1. From the Tools menu, select Furlough Obligation.



1. The report can be run by Division/Department/Sub-department or for an Employee. Enter your criteria.
2. Click Submit.



1. Export data to Excel by clicking Print List at the bottom of the screen.



## **Considerations:**

* Report data is current as of the previous day (tied to EPM data).
* Future dated hires, with effective dates prior to 10/31, will display the following day after entry in HRS.
* Obligation Hours are calculated and adjusted based on:
  + Hire date
  + Future dated changes (FTE and obligation increase or decrease due to rate change)
  + Terminations
* Employees moving from one job to another, that results in a Group change, will be flagged for HR Review.
  + Will appear on the new department’s report
  + Coordination between departments will be needed
* Does not adjust furlough obligation based on Expected Job End Date (EJED).
* Furlough takes that have been **Approved**, including future dated, are reflected in the Furlough Hours Used column.
* Data can be filtered after exporting to Excel.

## **Field Descriptions:**

|  |  |
| --- | --- |
| **Column** | **Description** |
| Person Name | Name |
| Empl ID/Rec | Employee ID/Employee Record |
| DeptID | Department ID |
| DeptID Descr | Department Description |
| Position Number | Position Number |
| FTE | FTE |
| Furlough Group | Furlough Group – Most recent effective dated furlough row in HRS. Displays for all listed employees. |
| Obligation Hours | Hours of furlough - Calculated as of current date |
| Furlough Hours Used | Furlough Hours – Approved furlough takes  \*Group 1 will indicate “Reviewing” until data is available |
| Hours Remaining | Obligation Hours less Furlough Hours Used |
| HRS Furlough Entry | Furlough type entered in Job Data (see [HRS Furlough Entry table](#_HRS_Furlough_Entry)) |
| Additional Detail | Information relative to furlough obligation and calculations (see [Additional Detail table](#_Additional_Detail)) |

### HRS Furlough Entry

|  |  |
| --- | --- |
| **HRS Furlough Entry** | **Description** |
| 004-Temp Voluntary Reduction-COVID | Temporary salary reduction - no additional furlough obligation |
| 113-Furlough Intermittent | Intermittent Furlough (Group 3) |
| 113-Temp Work Reduction/FTE-COVID | Position Specific Furlough including Work Share |
| 114-Furlough Consecutive | 100% Consecutive Furlough |
| 118-COVID Salary Reduction-%Type1 | Intermittent Furlough with Percent Smoothing (Groups 1 & 2) |
| 119-COVID Salary Reduction-%Type2 | Intermittent Furlough with Percent Smoothing (Groups 1 & 2) |
| 120-COVID Salary Reduction-%Type3 | Intermittent Furlough with Percent Smoothing (Groups 1 & 2) |
| 121-COVID Salary Reduction-%Type4 | Intermittent Furlough with Percent Smoothing (Groups 1 & 2) |

### Additional Detail

|  |  |
| --- | --- |
| **Additional Detail** | **Description** |
| E-3 Holder\* | Exempt from Furlough |
| End Before 8/16/2020 | C-basis job with a term date prior to the start of fall semester |
| H1B\* | Exempt from Furlough |
| Leave | Job on Leave of Absence |
| Needs HR Computation (GROUP CHANGE) | Furlough Group change - requires manual calculation |
| Temp Voluntary Reduction-COVID | Temporary salary reduction - no additional furlough obligation |
| Trades | Trades |

\*This relies on data as of May 15. For employees with E-3 or H1B visa hired after May 15, send an email to [furlough@ohr.wisc.edu](mailto:furlough@ohr.wisc.edu) to have this information reflected in the JEMS Furlough report

Last Revised: 08/12/2020