

**UGA Furlough Implementation**

**Responsibilities and Authorities**

| Scheduling | Employee | Supervisor | Dept Head/Director | Dean/VP | Sr VP | Form |
|------------|----------|------------|--------------------|---------|-------|------|
|------------|----------|------------|--------------------|---------|-------|------|

**Essential Operations**

|            |  |          |          |         |  |  |
|------------|--|----------|----------|---------|--|--|
| Defining   |  |          | Identify | Approve |  |  |
| Scheduling |  | Initiate | Approve  |         |  |  |

**Employees Not Subject to Furlough**

|                                 |  |          |         |         |         |   |
|---------------------------------|--|----------|---------|---------|---------|---|
| Identify Personnel within Unit  |  | Initiate | Approve |         |         |   |
| Accommodate Through Scheduling  |  | Initiate | Approve |         |         |   |
| Leave Required (Annual or LWOP) |  | Initiate | Approve | Approve | Approve | <a href="http://www.busfin.uga.edu/furloughs/">http://www.busfin.uga.edu/furloughs/</a> |

|  |         |                 |        |                  |                  |   |
|--|---------|-----------------|--------|------------------|------------------|---|
| <b>Scheduling for Financial Hardship (December/January Bi-Weekly Payrolls)</b> | Request | Approve or Deny | Affirm | Affirm if Denied | Affirm if Denied | <a href="http://www.busfin.uga.edu/furloughs/">http://www.busfin.uga.edu/furloughs/</a> |
|--|---------|-----------------|--------|------------------|------------------|---|

**Alternate Scheduling for Employees with regular schedules other than five eight-hour work weeks**

|          |         |
|----------|---------|
| Initiate | Approve |
|----------|---------|

|  | Employee | Supervisor | Dept Head/Director | Dean/VP | Sr VP | Form |
|--|----------|------------|--------------------|---------|-------|------|
|--|----------|------------|--------------------|---------|-------|------|

**Monthly Payroll Processing**

|                              |                   |                  |                                |  |  |   |
|------------------------------|-------------------|------------------|--------------------------------|--|--|---|
| Exempt Employee Time Records | Complete and Sign | Approve and Sign | Department retains time record |  |  | <a href="http://www.busfin.uga.edu/furloughs/">http://www.busfin.uga.edu/furloughs/</a> |
|------------------------------|-------------------|------------------|--------------------------------|--|--|---|

**Bi-Weekly Payroll Processing**

|                   |                  |                                |  |  |   |
|-------------------|------------------|--------------------------------|--|--|---|
| Complete and Sign | Approve and Sign | Department retains time record |  |  | <a href="http://www.busfin.uga.edu/forms/salary.pdf">http://www.busfin.uga.edu/forms/salary.pdf</a> |
|-------------------|------------------|--------------------------------|--|--|---|

**Budget Processing**

|                    |  |  |                            |
|--------------------|--|--|----------------------------|
| State Accounts     |  |  | Goal: No department action |
| Non-State Accounts |  |  | Depts rebudget             |

**Benefits**

|             |  |
|-------------|--|
| TRS and ERS | No action needed   |
| ORP         | No action unless request to reduce employee contribution |

If elect to reduce employee contribution, employee will complete instructions (to be provided by Oct 1)