

UGA Furlough Implementation

Responsibilities and Authorities

Scheduling	Employee	Supervisor	Dept Head/Director	Dean/VP	Sr VP	Form
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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	http://www.busfin.uga.edu/furloughs/

Scheduling for Financial Hardship (December/January Bi-Weekly Payrolls)	Request	Approve or Deny	Affirm	Affirm if Denied	Affirm if Denied	http://www.busfin.uga.edu/furloughs/
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Alternate Scheduling for Employees with regular schedules other than five eight-hour work weeks

Initiate	Approve
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Monthly Payroll Processing

Exempt Employee Time Records	Complete and Sign	Approve and Sign	Department retains time record			http://www.busfin.uga.edu/furloughs/
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Bi-Weekly Payroll Processing

Complete and Sign	Approve and Sign	Department retains time record			http://www.busfin.uga.edu/forms/salary.pdf
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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)