

Payroll Processing For Employees Subject to Furlough October 15, 2009

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Payroll Manager
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Payroll Processing for Employees Subject to Furlough

- Reports of Employees Who Should Not Be Furloughed and Estimated Furlough To Be Taken Were Sent to Departments on Thursday, October 8.
- Notify Payroll with Furlough Amounts for Unusual Situations Such as New Hires or Terminations.
- Budget Amendments Automatically Generated for Most Furlough Actions.

E-Payroll Biweekly Payrolls

Furlough Day Taken on Designated Furlough Day

- Furlough Details Automatically Generated and Clearly Marked on Biweekly Voucher Screen.
- Enter Furlough Work Hours on Furlough Detail for Appropriate Week.
- Do Not Enter Furlough Hours on Voucher That Includes Designated Furlough Day for Employees with Alternate Furlough Days.

Voucher is awaiting Timekeeper Verification
Voucher Return Status NOT RETURNED
[Add a New Detail](#) [Add a New Furlough Detail](#)
[Notify Approver\(s\)](#)
[View Approval History](#)

Pay Period End Date 09/30/2009
Voucher Due Date 10/02/2009
[Compare Rates to Previous Payroll](#)
[Move Leave Hours to this Voucher](#)
[Print Biweekly Voucher Report](#)

Displaying details 1 - 10 of 13

Employee Number	Seq No	Hours						Alternate Pay Period End Date
900079992 ALLEY, KRISTIE	2		Worked	Annual:	Sick:	Holiday:	Misc:	Total
		Week 1	32.0	0.0	0.0	0.0	0.0	32.0
		Week 2	40.0	0.0	0.0	0.0	0.0	40.0
		Position:	802	CLRTC	01	A	Rate:	10.200
** 900079992 ALLEY, KRISTIE Furlough Detail (Leave hours NOT allowed)	3		Worked	Annual:	Sick:	Holiday:	Misc:	Total
		Week 1	8.0	0.0	0.0	0.0	0.0	8.0
		Week 2	0.0	0.0	0.0	0.0	0.0	0.0
		Position:	802	CLRCT	01	A	Rate:	10.200
900059994 COURIC, KATIE	2		Worked	Annual:	Sick:	Holiday:	Misc:	Total
		Week 1	0.0	0.0	0.0	0.0	0.0	0.0
		Week 2	0.0	0.0	0.0	0.0	0.0	0.0
		Position:	802	CLRTC	01	A	Rate:	7.700

Furlough Day Taken on Alternate Day

- Click on “Add a New Furlough Detail” and Enter Employee Information and Furlough Hours in Hours Worked Box for Appropriate Week.
- Action Code of “Record Furlough Hours” on Biweekly Voucher Detail Screen.
- Do Not Enter Furlough Hours on Voucher That Includes Designated Furlough Day for Employees With Alternate Furlough Days.

Biweekly Voucher Detail

System Message
Read Succeeded

[Return to Biweekly Voucher by Name](#)

Actions

*Mail Code: 21 -

An asterisk (*) indicates required information

*Pay Date <input type="text" value="10/09/2009"/>	*Pay Type <input type="text" value="UNIVERSITY SALARIED"/>	*Account Number <input type="text" value="1011GH802000"/>	Account Description <input type="text" value="MARTIAN STUDIES"/>
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*Employee Number <input type="text" value="900079992"/>	Employee Name <input type="text" value="ALLEY, KRISTIE"/>	Add/Maintain Employee	*Sequence Number <input type="text" value="3"/>
--	--	---------------------------------------	--

Position	Hourly Rate
<input type="text" value="802"/> <input type="text" value="CLRCT"/> <input type="text" value="01"/> <input type="text" value="A"/>	<input type="text" value="10.200"/>

Hours Worked	Annual	Sick	Holiday	Misc	Total Hours
Week 1 <input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>
Week 2 <input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>

Meal Code <input type="text" value="NOT ELIGIBLE"/>	Number of Meals <input type="text" value="0"/>	Action Code <input type="text" value="Record Furlough Hours"/>	Override Pay Period End Date <input type="text" value=""/>
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Pay Period End Date <input type="text" value="09/30/2009"/>	Detail Status <input type="text" value="NOT RETURNED"/>	Date Updated <input type="text" value="10/06/2009"/>	Updated By <input type="text" value="TRAINING ID 01"/>	View Detail Change History
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Actions

For assistance, contact the Payroll Department at (706) 542-6971.

VC04DWE -- Tuesday, October 06, 2009 1:22:32 PM Enable Mouse Help

Monthly/Academic Payrolls

- ⦿ Departments Will Not Reduce Pay Amount on Monthly/Academic Vouchers.
- ⦿ Monthly Payment Will Automatically be Reduced by Furlough Amount During Check Calculation Process.
- ⦿ If Monthly Payment Doesn't Represent Full Month's Pay, Notify Julie Camp in Payroll with Furlough Amount for Each Position/Account.

Monthly/Academic Payrolls

- ⦿ Time Sheets for Pay Periods Including Furlough Days and Blank Time Sheets are Available at <http://www.busfin.uga.edu/forms> (Select Payroll and Search by Operating Unit). They Will Not Be Mailed to Departments.
- ⦿ Employees Holding a Faculty Rank on the Academic or Monthly Payrolls are Exempt From Keeping Timesheets For The Furlough Week.
 - A Listing of These Positions May Be Found On The UGA Provost Website At This Link:

http://www.uga.edu/provost/Faculty_Ranks_&_Appt_Status_Cat_2009.pdf

Kronos Biweekly Payrolls

Furlough Day Taken on Designated Furlough Day

- Kronos Timecards Pre-populated With “FURLOUGH” Pay Code in “Pay Code” Column and 8.0 hrs “Amount” Column.
- Change Hours If Furlough Hours Are Less Than 8.

Kronos Furlough Date

		Date	Pay Code	Amount	In	Transfer	Out
X	↕	Thu 10/29	▼			▼	
X	↕	Fri 10/30	FURLOUGH ▼	8.0		▼	
X	↕	Sat 10/31	▼			▼	
X	↕	Sun 11/01	▼			▼	
X	↕	Mon 11/02	▼			▼	
X	↕	Tue 11/03	▼			▼	
X	↕	Wed 11/04	▼			▼	
X	↕	Thu 11/05	▼			▼	
X	↕	Fri 11/06	▼			▼	
X	↕	Sat 11/07	▼			▼	
X	↕	Sun 11/08	▼			▼	
X	↕	Mon 11/09	▼			▼	
X	↕	Tue 11/10	▼			▼	
X	↕	Wed 11/11	▼			▼	

Kronos Split – Furlough & Vacation

		Date	Pay Code	Amount	In	Transfer	Out
X	↕	Thu 10/29					
X	↕	Fri 10/30	FURLOUGH	4.0			
X	↕	Fri 10/30	VACATION	4.0			
X	↕	Sat 10/31					
X	↕	Sun 11/01					
X	↕	Mon 11/02					
X	↕	Tue 11/03					
X	↕	Wed 11/04					
X	↕	Thu 11/05					
X	↕	Fri 11/06					
X	↕	Sat 11/07					
X	↕	Sun 11/08					
X	↕	Mon 11/09					
X	↕	Tue 11/10					
X	↕	Wed 11/11					

Kronos Biweekly Payrolls

Furlough Day Taken on Alternate Furlough Day

- Delete Furlough Code and Hours and Enter Time Worked on Furlough Day.
- On Alternate Furlough Day, add “FURLOUGH” Pay Code and Number of Hours in Amount Column

Kronos – Alternate Furlough Date

		Date	Pay Code	Amount	In	Transfer	Out
X	↕	Thu 10/01			5:49AM		2:59PM
X	↕	Fri 10/02			5:22AM		3:15PM
X	↕	Sat 10/03			5:18AM		2:29PM
X	↕	Sun 10/04					
X	↕	Mon 10/05			4:58AM		2:37PM
X	↕	Tue 10/06					
X	↕	Wed 10/07					
X	↕	Thu 10/08					
X	↕	Fri 10/09					
X	↕	Sat 10/10					
X	↕	Sun 10/11					
X	↕	Mon 10/12	FURLOUGH	8.0 [Ⓜ]			
X	↕	Tue 10/13					
X	↕	Wed 10/14					

Monthly/Academic Payrolls

- Departments Will Not Reduce Pay Amount on Monthly/Academic Time Card.
- Monthly Payment Will Automatically be Reduced by Furlough Amount During Check Calculation Process.
- If Monthly Payment Doesn't Represent Full Month's Pay, Notify Julie Camp in Payroll With Furlough Amount for Each Position/Account.
- Time Sheets for Pay Periods Including Furlough Days and Blank Time Sheets Are Available at <http://www.busfin.uga.edu/forms>. (Select Payroll and Search by Operating Unit). They Will Not Be Mailed to Departments.

QUESTIONS?

E-Payroll Related Questions:

Christy Coddington, 706-542-6971

ccodding@uga.edu

Kronos Related Questions:

Chris Wilkins, 706-542-8190

cwilkins@uga.edu

Furlough Exceptions:

Julie Camp, 706-542-6974

jcamp@uga.edu

Employee NOT Subject to Furlough

- Non Work Day Unless Essential Operations
- May Take Voluntary Leave Day
- Reschedule Employee in Same Pay Period & Same Month
- Must Make Every Effort to Not Negatively Impact Employee's Pay

Guidance for Rescheduling Work for Employees NOT Subject to Furlough

www.busfin.uga.edu/baaf/

- Describes Problem Associated with Following the Furlough Plan
- Includes Links to Bi-weekly Payroll Timesheets to Illustrate Challenges
- Provides Sample Solutions for Each Furlough Day

Guidance for Rescheduling Work for Employees NOT Subject to Furlough

www.busfin.uga.edu/baaf/

- Site Designed for Staff Who Actually Process Payroll
- Examples Provided Are Only Examples – Dozens of Possibilities
- Each Example May Be Useful with Any of the Furlough Days

Guidance for Rescheduling Work for Employees NOT Subject to Furlough

www.busfin.uga.edu/baaf/

◎ Possible Solutions

- › Voluntary Annual Leave
- › Reschedule Work in Pay Week
- › Compensatory Time
- › Forced Annual Leave
- › Leave Without Pay

October 30 – First Furlough Day

Clear



The University of Georgia

SALARIED BIWEEKLY TIME RECORD

S

November 20
Pay Date

Distribution
Code

RECORD OF HOURS

Account Number				Pay Period Ending Date				RECORD OF HOURS										
DO NOT CHANGE				November 11, 2009				WEEK ONE					WEEK TWO					
Employee Last Name (print)				First Name				Day	Worked	Leave	Sick	Holiday	Misc	Worked	Leave	Sick	Holiday	Misc
								Thursday	8.0					8.0				
								Friday						8.0				
								Saturday										
								Sunday										
								Monday	8.0					8.0				
Last 4 Digits of SSN				Seq Number		Rec Forward		Tuesday	8.0					8.0				
DO NOT CHANGE								Wednesday	8.0					8.0				
								Total	32.0	0.0	0.0	0.0	0.0	40.0	0.0	0.0	0.0	0.0
Home Dept		Povn Short Title		Povn No.		Hourly Rate		Week 1 Work Hours	Leave Coded Hours	Sick Coded Hours	Holiday Coded Hours	Misc Coded Hours	Week 2 Work Hours	Leave Coded Hours	Sick Coded Hours	Holiday Coded Hours	Misc Coded Hours	
								Meal Code										
								No. Meal										

This is an official time record of the University of Georgia. It must be retained and be readily available for audit and inquiry purposes.

Definitions and Instructions:

A time report must be completed and retained for all personnel covered (non-exempt) by Wage and Hour Law. Fill in Account Number, Pay Period Ending Information, Name, Last 4 Digits of SSN, Budget Position Information, Hourly Rate, Meal Code, and Number of Meals, on a blank sheet for new personnel not on the previous payroll.

Hours Worked - The total time actually worked, including regular hours and overtime. "Break time" is work time, meal periods are not. Time should be reported to the nearest tenth of an hour, i.e., 8.0, 4.5, 2.2, etc.

Coded Hours - a record of absences for which wage payments are authorized. Report the coded hours under the appropriate columns. The weekly total of coded time cannot exceed 40 hours. Coded hours should be reported in one of the following categories.

- Paid Annual Leave
- Paid Sick Leave
- Paid Holiday Leave

- Miscellaneous Paid Absence:
- J-Jury Duty
 - V-Voting
 - I-Incident Weather, UGA designated Emergency
 - P-Physical Exam
 - M-Military Duty

April 1999
<http://www.bsis.uga.edu/>

Employee's Signature _____ Date _____
Total hours were worked as indicated.

Supervisor's Signature _____ Date _____
Total hours were worked as indicated.

Sample Work Schedule for October Furlough Day

	Begin Work	Lunch	End Work	Total Hrs Worked
Thu, Oct 15	7:30	12:00 – 1:00	5:30	9.0
Fri, Oct 16	7:30	12:00 – 1:00	5:30	9.0
Mon, Oct 19	7:30	12:00 – 12:40	5:30	9.3
Tue, Oct 20	7:30	12:00 – 1:00	5:30	9.0
Wed, Oct 21	7:30	12:00 – 1:00	5:30	9.0
		Total Hrs Worked		45.3

November 25 – Second Furlough Day

Clear



The University of Georgia

SALARIED BIWEEKLY TIME RECORD

S

December 4
Pay Date

Distribution
Code

Account Number		Pay Period Ending Date		RECORD OF HOURS											
DO NOT CHANGE		November 25, 2009		WEEK ONE					WEEK TWO						
Day	Worked	Leave	Sick	Holiday	Misc	Worked	Leave	Sick	Holiday	Misc					
Thursday	8.0					8.0									
Friday	8.0					8.0									
Saturday															
Sunday															
Monday	8.0					8.0									
Tuesday	8.0					8.0									
Wednesday	8.0														
Total	40.0	0.0	0.0	0.0	0.0	32.0	0.0	0.0	0.0	0.0					
Employee Last Name (print)				First Name				Last 4 Digits of SSN				Seq Number		Rec Forward	
Home Dept				Position Title		Position No.		Hourly Rate				Meal Code		No. Meal	
New DTL				Del DTL											

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- Paid Annual Leave
- Paid Sick Leave
- Paid Holiday Leave

- Miscellaneous Paid Absence:
- J-Jury Duty
 - V-Voting
 - I-Incident Weather, UGA designated Emergency
 - P-Physical Exam
 - M-Military Duty

April 1999
<http://www.bssfr.uga.edu/>

Employee's Signature _____ Date _____
Total hours were worked as indicated.

Supervisor's Signature _____ Date _____
Total hours were worked as indicated.

Sample Work Schedule for November Furlough Day

	Begin Work	Lunch	End Work	Total Hrs Worked
Thu, Nov 19	7:00	12:00 – 12:30	5:30	10.0
Fri, Nov 20	7:00	12:00 – 12:30	5:30	10.0
Mon, Nov 23	7:00	12:00 – 12:30	5:30	10.0
Tue, Nov 24	7:00	12:00 – 12:30	5:30	10.0
Wed, Nov 25				0.0
		Total Hrs Worked		40.0

December 24 and January 4 Third and Fourth Furlough Days

Clear



The University of Georgia

SALARIED
BIWEEKLY TIME RECORD

S

January 15
Pay Date

Distribution Code

Account Number		Pay Period Ending Date		RECORD OF HOURS													
DO NOT CHANGE		January 6, 2010		WEEK ONE					WEEK TWO					Distribution Code			
Day	Worked	Leave	Sick	Holiday	Misc	Worked	Leave	Sick	Holiday	Misc							
Thursday												8.0					
Friday				8.0								8.0					
Saturday																	
Sunday																	
Monday				8.0													
Tuesday				8.0		8.0											
Wednesday				8.0		8.0											
Total	0.0	0.0	0.0	32.0	0.0	16.0	0.0	0.0	16.0	0.0							
Employee Last Name (print)				First Name				Week 1 Work Hours		Leave Coded Hours		Sick Coded Hours		Holiday Coded Hours		Misc Coded Hours	
Last 4 Digits of SSN		Seq Number		Rec Forward		Week 2 Work Hours		Leave Coded Hours		Sick Coded Hours		Holiday Coded Hours		Misc Coded Hours			
Home Dept				Point Short Title		Point No.		Hourly Rate		Meal Code		Meal					
DO NOT CHANGE																	
New DTL (X)				Del DTL (X)													

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Coded Hours - a record of absences for which wage payments are authorized. Report the coded hours under the appropriate columns. The weekly total of coded time cannot exceed 40 hours. Coded hours should be reported in one of the following categories.

- | | |
|---|--|
| Paid Annual Leave | Miscellaneous Paid Absence: |
| Paid Sick Leave | J-Jury Duty |
| Paid Holiday Leave | V-Voting |
| April 1999 | I-Incident Weather, UGA designated Emergency |
| http://www.bisrh.uga.edu/ | P-Physical Exam |
| | M-Military Duty |

Employee's Signature _____ Date _____
Total hours were worked as indicated.

Supervisor's Signature _____ Date _____
Total hours were worked as indicated.

Sample Work Schedule for December 24 and January 4
Third and Fourth Furlough Days

	Begin Work	Lunch	End Work	Total Hrs Worked
Thu, Dec 10	7:30	12:00 – 12:30	6:00	10.0
Fri, Dec 11	7:30	12:00 – 12:30	6:00	10.0
Mon, Dec 14	7:30	12:00 – 12:30	6:00	10.0
Tue, Dec 15	7:30	12:00 – 12:30	6:00	10.0
Wed, Dec 16	7:30	12:00 – 12:30	6:00	10.0
		Total Hrs Worked		50.0

Sample Work Schedule for December 24 and January 4
Third and Fourth Furlough Days

	Begin Work	Lunch	End Work	Total Hrs Worked
Thu, Dec 17	8:00	12:00 – 1:00	5:40	8.67
Fri, Dec 18	8:00	12:00 – 1:00	5:00	8.0
Mon, Dec 21	8:00	12:00 – 1:00	5:00	8.0
Tue, Dec 22	8:00	12:00 – 1:00	5:00	8.0
Wed, Dec 23	8:00	12:00 – 1:00	5:00	8.0
		Total Hrs Worked		40.67

March 8 – Fifth Furlough Day

Clear



The University of Georgia

SALARIED BIWEEKLY TIME RECORD

S

March 26
Pay Date

Distribution
Code

Account Number				Pay Period Ending Date				RECORD OF HOURS												
DO NOT CHANGE				March 17, 2010				WEEK ONE					WEEK TWO							
				Worked	Leave	Sick	Holiday	Misc	Worked	Leave	Sick	Holiday	Misc	Worked	Leave	Sick	Holiday	Misc		
Employee Last Name (print)				First Name				Thursday	8.0						8.0					
Last 4 Digits of SSN				Seq Number		Rec Forward		Friday	8.0						8.0					
DO NOT CHANGE								Saturday												
Home Dept				Position Title		Position No.		Hourly Rate		Sunday										
										Monday				8.0						
										Tuesday	8.0				8.0					
										Wednesday	8.0				8.0					
										Total	32.0	0.0	0.0	0.0	0.0	40.0	0.0	0.0	0.0	
										Meal Code	No. Meal									
										New DTL										
										Del DTL										

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Coded Hours - a record of absences for which wage payments are authorized. Report the coded hours under the appropriate columns. The weekly total of coded time cannot exceed 40 hours. Coded hours should be reported in one of the following categories.

- | | |
|--------------------|---|
| Paid Annual Leave | Miscellaneous Paid Absence: |
| Paid Sick Leave | J-Jury Duty |
| Paid Holiday Leave | V-Voting |
| | I-Inclement Weather, UGA designated Emergency |
| | P-Physical Exam |
| | M-Military Duty |

April 1999
http://www.bisn.uga.edu/

Employee's Signature _____ Date _____
Total hours were worked as indicated.

Supervisor's Signature _____ Date _____
Total hours were worked as indicated.

Sample Work Schedule for March Furlough Day

	Begin Work	Lunch	End Work	Total Hrs Worked
Thu, Mar 4	7:00	12:00 – 12:30	5:30	10.0
Fri, Mar 5	7:00	12:00 – 12:30	5:30	10.0
Mon, Mar 8				0 (Furlough Day)
Tue, Mar 9	8:00	12:00 – 12:30	5:30	10.0
Wed, Mar 10	8:00	12:00 – 12:30	5:30	10.0
		Total Hrs Worked		40.0

April 30 – Sixth Furlough Day

Clear



The University of Georgia

SALARIED BIWEEKLY TIME RECORD

S

May 21
Pay Date

Distribution
Code

Account Number		Pay Period Ending Date		RECORD OF HOURS													
DO NOT CHANGE		May 12, 2010		WEEK ONE					WEEK TWO								
Day	Worked	Leave	Sick	Holiday	Misc	Worked	Leave	Sick	Holiday	Misc							
Thursday	8.0					8.0											
Friday						8.0											
Saturday																	
Sunday																	
Monday	8.0					8.0											
Tuesday	8.0					8.0											
Wednesday	8.0					8.0											
Total	32.0	0.0	0.0	0.0	0.0	40.0	0.0	0.0	0.0	0.0							
Employee Last Name (print)				First Name				Week 1 Work Hours		Leave Coded Hours		Sick Coded Hours		Holiday Coded Hours		Misc Coded Hours	
Last 4 Digits of SSN				Seq Number		Rec Forward		Week 2 Work Hours		Leave Coded Hours		Sick Coded Hours		Holiday Coded Hours		Misc Coded Hours	
DO NOT CHANGE																	
Home Dept	Position Title	Position No.	Hourly Rate		Meal Code		No. Meal										
					New DTL (0)		Del DTL (0)										

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Hours Worked - The total time actually worked, including regular hours and overtime. "Break time" is work time, meal periods are not. Time should be reported to the nearest tenth of an hour, i.e., 8.0, 4.5, 2.2, etc.

Coded Hours - a record of absences for which wage payments are authorized. Report the coded hours under the appropriate columns. The weekly total of coded time cannot exceed 40 hours. Coded hours should be reported in one of the following categories:

- | | | |
|---|--|-----------------|
| Paid Annual Leave | Miscellaneous Paid Absence: | |
| Paid Sick Leave | J-Jury Duty | P-Physical Exam |
| Paid Holiday Leave | V-Voting | M-Military Duty |
| April 1999 | I-Incident Weather, UGA designated Emergency | |
| http://www.bisn.uga.edu/ | | |

Employee's Signature _____ Date _____
Total hours were worked as indicated.

Supervisor's Signature _____ Date _____
Total hours were worked as indicated.

Sample Work Schedule for April Furlough Day

	Begin Work	Lunch	End Work	Total Hrs Worked
Thu, Apr 22	7:30	12:00 – 1:00	5:30	9.0
Fri, Apr 23	7:30	12:00 – 1:00	5:30	9.0
Mon, Apr 26	7:30	12:00 – 12:40	5:30	9.3
Tue, Apr 27	7:30	12:00 – 1:00	5:30	9.0
Wed, Apr 28	7:30	12:00 – 1:00	5:30	9.0
		Total Hrs Worked		45.3

◎ Comp Time – E-Payroll System

> Employee Time Sheet – Misc Column

- Comp Time Worked
- Comp Time Taken

> Payroll Processor

- Comp Time Record
- E-Payroll Voucher – Misc Leave “Other”
Reason = Compensatory Time

November 25 – Second Furlough Day

Clear



The University of Georgia

SALARIED BIWEEKLY TIME RECORD

S

December 4
Pay Date

Distribution
Code

Account Number		Pay Period Ending Date		RECORD OF HOURS									
DO NOT CHANGE		November 25, 2009		WEEK ONE					WEEK TWO				
Day	Worked	Leave	Sick	Holiday	Misc	Worked	Leave	Sick	Holiday	Misc			
Thursday	8.0					8.0							
Friday	8.0					8.0							
Saturday													
Sunday													
Monday	8.0					8.0							
Tuesday	8.0					8.0							
Wednesday	8.0												
Total	40.0	0.0	0.0	0.0	0.0	32.0	0.0	0.0	0.0	0.0			
Employee Last Name (print)				First Name				Distribution Code					
Last 4 Digits of SSN		Seq Number		Rec Forward		Home Dept		Position Title		Hourly Rate			
DO NOT CHANGE													
Meal Code				Meal				New DTL					

This is an official time record of the University of Georgia. It must be retained and be readily available for audit and inquiry purposes.

Definitions and Instructions:

A time report must be completed and retained for all personnel covered (non-exempt) by Wage and Hour Law. Fill in Account Number, Pay Period Ending Information, Name, Last 4 Digits of SSN, Budget Position Information, Hourly Rate, Meal Code, and Number of Meals, on a blank sheet for new personnel not on the previous payroll.

Hours Worked - The total time actually worked, including regular hours and overtime. "Break time" is work time, meal periods are not time should be reported to the nearest tenth of an hour, i.e., 8.0, 4.5, 2.2, etc.

Coded Hours - a record of absences for which wage payments are authorized. Report the coded hours under the appropriate columns. The weekly total of coded time cannot exceed 40 hours. Coded hours should be reported in one of the following categories.

- Paid Annual Leave
- Paid Sick Leave
- Paid Holiday Leave

- Miscellaneous Paid Absence:
- J-Jury Duty
 - V-Voting
 - I-Inclement Weather, UGA designated Emergency
 - P-Physical Exam
 - M-Military Duty

April 1999
<http://www.bssfr.uga.edu/>

Employee's Signature _____ Date _____
Total hours were worked as indicated.

Supervisor's Signature _____ Date _____
Total hours were worked as indicated.

Sample Work Schedule for December 24 and January 4
Third and Fourth Furlough Days

	Begin Work	Lunch	End Work	Total Hrs Worked
Thu, Dec 10	7:30	12:00 – 12:30	6:00	10.0
Fri, Dec 11	7:30	12:00 – 12:30	6:00	10.0
Mon, Dec 14	7:30	12:00 – 12:30	6:00	10.0
Tue, Dec 15	7:30	12:00 – 12:30	6:00	10.0
Wed, Dec 16	7:30	12:00 – 12:30	6:00	10.0
		Total Hrs Worked		50.0

Biweekly Voucher Detail

System Message
Read Succeeded

[Return to Biweekly Voucher by Name](#)

Actions

*Mail Code: 21 -

An asterisk (*) indicates required information

* Pay Date <input type="text" value="10/09/2009"/>	* Pay Type <input type="text" value="UNIVERSITY SALARIED"/>	* Account Number <input type="text" value="1011GH802000"/>	Account Description <input type="text" value="MARTIAN STUDIES"/>
--	---	--	--

* Employee Number <input type="text" value="900079992"/>	Employee Name <input type="text" value="ALLEY, KRISTIE"/>	Add/Maintain Employee	* Sequence Number <input type="text" value="3"/>
--	---	---------------------------------------	--

Position				Hourly Rate	
<input type="text" value="802"/>	<input type="text" value="CLRCT"/>	<input type="text" value="01"/>	<input type="text" value="A"/>	<input type="text" value="10.200"/>	

Hours Worked	Annual	Sick	Holiday	Misc	Total Hours
Week 1 <input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>
Week 2 <input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>

Meal Code <input type="text" value="NOT ELIGIBLE"/>	Number of Meals <input type="text" value="0"/>	Action Code <input type="text" value="Record Furlough Hours"/>	Override Pay Period End Date <input type="text"/>
---	--	--	---

Pay Period End Date <input type="text" value="09/30/2009"/>	Detail Status <input type="text" value="NOT RETURNED"/>	Date Updated <input type="text" value="10/06/2009"/>	Updated By <input type="text" value="TRAINING ID 01"/>	View Detail Change History
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Actions

For assistance, contact the Payroll Department at (706) 542-6971.

VC04DWE -- Tuesday, October 06, 2009 1:22:32 PM Enable Mouse Help

□ Comp Time – Kronos

- Employee's Record Configured as Comp Time
- Record Work Hours as Normal
- System Will Store Comp Time Earned
- Furlough Day Record as Comp Time Taken

QUESTIONS ?