

FURLOUGH EXCHANGE PROGRAM HCM JOB AID

1. Enter a new row with the effective date of the faculty member's participation in the Furlough Exchange Program; use Action/Reason JED/DIS.
2. Navigate to the distribution tab. Remove the SRB distribution.
3. Reduce the REG distribution by the amount of the furlough/SRB. In this example the faculty member was subject to 8% salary reduction.

Begin Date	End Date	*Earn Code	Distrb %	Pay Rate/Amount	+ -
09/01/2009	06/30/2010	REG Regular	92.0000	12283.340000	
Budgeted FTE	Work Study Program	Speed Type:		GL BU	
1.00		<input type="checkbox"/>		1	
Earnings Chartfields					
Account	Fund	Org	Program	Project	Flex
50010	19900	12130	40		
Ladder-ranked & Equiv Titles	GENERAL FUNDS	IMMCB MCB Gen Ops	Instruction & Dept Research		

4. Add an FEP distribution for the amount of the salary reduction. The chartstring should correspond to the fund source identified at the approval stage.

Begin Date	End Date	*Earn Code	Distrb %	Pay Rate/Amount	+ -
09/01/2009	06/30/2010	FEP Faculty Ex	8.0000	12283.340000	
Budgeted FTE	Work Study Program	Speed Type:		GL BU	
<input type="text"/>		<input type="checkbox"/>		1	
Earnings Chartfields					
Account	Fund	Org	Program	Project	Flex
50010	10437	31091	44		
Ladder-ranked & Equiv Titles	R01-DC007235-03- NGAI-11/09	AUFGL Research	Organized & Sponsored Research		

5. For tenured faculty, add a third distribution for the period following the end of the Furlough Exchange Program, to restore the faculty member's REG distribution to 100% with no end date (Assistant Professors may need a third distribution with an end date of 6/30/11):

Begin Date	End Date	*Earn Code	Distrb %	Pay Rate/Amount	+ -
07/01/2010	<input type="text"/>	REG Regular	100.0000	12283.340000	
Budgeted FTE	Work Study Program	Speed Type:		GL BU	
1.0		<input type="checkbox"/>		1	
Earnings Chartfields					
Account	Fund	Org	Program	Project	Flex
50010	19900	12130	40		
Ladder-ranked & Equiv Titles	GENERAL FUNDS	IMMCB MCB Gen Ops	Instruction & Dept Research		