

HR&D Bridging Information

Human Resources & Diversity

November 12, 2020



University of Wisconsin
Whitewater

Human Resources and Diversity

Agenda

- **Furlough**
- **Legal Holidays**
- **Vacation/Personal Holiday Carryover**
- **Change to Single Biweekly Payroll**
- **Department Training for Title IX**
- **General Updates**
- **VSIP (Voluntary Separation Incentive Program)**



Furlough

- **Janelle Crowley and Reggie Brown**

Furlough FAQs

[Administrative Affairs](#) / [Human Resources & Diversity \(HR\)](#) / [COVID-19 Employee Resources](#)

[General Information & Resources](#)

[Frequently Asked Questions \(FAQs\)](#)

[Intermittent Furlough](#)

Please contact HR@uww.edu if you have any questions.

Intermittent FAQ



What is a Furlough?



Spanish Translation for FAQs.



How do I record my furlough? (Tipsheets and Cheat sheets)




UW-System Tipsheets

- [Furlough Entry Tipsheet - Monthly **Instructional** Only](#)
- [Furlough Timesheet Entry - Monthly **NON-Instructional** Only](#)
- [Furlough Timesheet Entry – **Biweekly**](#)
- [Furlough Timesheet Entry **Deadlines**](#)



Monthly Instructional Employees

- Submit **absence requests** by selecting **COVID FURLOUGH** as the absence name, and indicate the number of hours (4 / 8, or pro-rated for FTE).
- Do **not** make any entries on the biweekly timesheet.

*Event From Date	Thru Date	Absence Take	Hours
08/24/2020 	08/24/2020 	COVID FURLOUGH 	8.00

Monthly NON-Instructional Employees

- Furlough requests are submitted via the **biweekly timesheet**.
- For unpaid furlough day, select **FURLM** from the Time/Absence Code column.
- Enter the quantity of hours (4 / 8, or pro-rated for FTE).
- For the rest of the week, enter **FUREG** for hours worked, and/or submit absence entries for other paid leave (vacation, sick leave, etc.).
- Click Submit.
- Biweekly timesheets are locked to employees the Monday night following the end of the biweekly pay period. If employees miss entering furlough on their timesheet, please contact the payroll department for assistance.

Furlough Summary

- All furlough for a month should be **entered and approved** by the 15TH OF EACH MONTH for the reduction in pay to occur on that monthly payroll. If not completed timely, the reduction in pay will occur on the next payroll.
- Furlough may be entered ahead of time; i.e. furlough planned for later in the month should be entered ahead so that it may be approved by the 15th of the month. The sooner the better!



Furlough Summary

- Intermittent furlough requests of **more than one day in a biweekly pay period**, must be made at least 14 days in advance by the employee.
- The supervisor indicates their approval of the request, and forwards it to Janelle Crowley, Ph.D., Chief Human Resources Officer.
- Human Resources sends a confirmation to the employee.



Furlough Summary

- **COVID FURLOUGH** and **FURLM** requests do **not** meet the requirement of submitting a monthly leave report.
- Employees must still submit regular monthly leave reports in the online system (“No Leave Taken”).
- A furlough day is **1/22nd** of your regular gross monthly salary.

Furlough Questions

- **How much furlough do I have to take?**
 - 13 days for most employees / 6.5 days for one-semester
 - By June 30, 2021
 - Hours per “day” based on FTE
- **How do I enter my furlough?**
 - Instructional Employees: Absence Request
 - NON-Instructional Employees: Biweekly Timesheet

Furlough Questions

- **I have two positions, how do I enter furlough?**
 - 13 days
 - Hours per “day” based on FTE on each position
- **I entered my furlough, but my pay wasn’t reduced**
 - Not entered correctly (COVID FURLOUGH / FURLM)
 - Not entered in time
 - Not approved in time

Furlough Questions

- **Who enters the furlough?**
 - Employees submit their own furlough entries
- **I was on consecutive furlough May to July, must I take any more days?**
 - No



Furlough / Legal Holidays

- To earn and be paid for a legal holiday, employees must be in pay status the **day before or the day after** the legal holiday. Pay status includes working or using paid leave, whereas furlough is unpaid time off.
- If furlough is taken both the day before and the day after a legal holiday, the employee will not earn or be paid for the holiday.

Furlough / Legal Holidays

- **Can I choose to take furlough over a holiday:**
 - Yes
 - Multiple days must be pre-approved
- **The full text of the policy may be found here:**
[Legal Holiday Policy](#)



Payroll

- **Legal Holidays**
- **Vacation/Personal Holiday Carryover**
- **University Staff Banked Vacation**
- **Change to Single Biweekly Payroll**

Legal Holidays

- **University Staff** must use all legal holiday hours by **12/31/2020** or they will be lost (calendar year).
- **Academic Staff/Limited Appointees** must use all legal holiday hours by **6/30/2021** (fiscal year).
- This includes the “floating” legal holiday for July 4, 2020, which was on a Saturday.

Vacation/Personal Holiday Carryover

- **University Staff:**

<https://uwservice.wisconsin.edu/news/post/602>

- May carry over remaining unused vacation carried over from 2019, vacation earned in 2020, and personal holiday earned in 2020. **Must be used by 12/31/2021 or will be lost.**



Vacation/Personal Holiday Carryover

- **Academic Staff/Limited Appointees:**

<https://uwservice.wisconsin.edu/news/post/602>

- May carry over remaining unused vacation carried over from 2018-2019, vacation earned in 2019-2020, and personal holiday earned in 2019-2020. **Must be used by 6/30/2021 or will be lost.**



University Staff Banked Vacation

Eligible University Staff employees may bank vacation. Forms on your My UW System portal; **due by 12/31/2020.**

Years of Service	University Staff - Non-Exempt		University Staff - Exempt and Non-Exempt Supervisors	
	Earns VN	Eligible to Bank	Earns VN	Eligible to Bank
First 5 Years	104	0 hours	120	0 hours
5+ to 10 Years	144	0 hours	160	40 hours
10+ to 15 Years	160	40 hours	176	40 hours
15+ to 20 Years	184	40 hours	200	80 hours
20+ to 25 Years	200	80 hours	216	120 hours
25+ Years	216	120 hours	216	120 hours
Earn < 160 hrs of vacation & have accrued at least 520 hrs of sick leave		40 hours		40 hours

University Staff Banked Vacation

- Employees earning vacation at the 200-hour rate (prorated if part-time), may receive up to 40 hours as a cash payout.
- For example, employee is eligible to bank 80 hours of vacation, they may receive 40 hours as a cash payout, and put 40 hours into a Paid Leave Bank Account.
- Forms due by **December 5, 2020** for cash payment on December 17, 2020.

Single Biweekly Payroll

- **UW-System Project Readiness Page**

<https://uwservice.wisconsin.edu/single-payroll>

- **2021 Payroll Schedule**

<https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2021.pdf>



Employee Assistance Program

- The **EAP** provides confidential resources for employees and family members to address personal/work-related concerns.
- Additionally, the **EAP** can assist with financial situations. **EAP** services are provided at no cost (to you and members of your household).
- For more information review the [Employee Assistance Program \(EAP\) webpage](#).



VSIP (Voluntary Separation Incentive Program)

- **Janelle Crowley**



Purpose

- **Reduce salary/wage and benefit costs in anticipation of funding challenges;**
- **Redirect positions to focus on priorities, changing needs or strategic objectives;**
- **Achieve other cost savings or efficiencies;**
- **Minimize potential involuntary terminations, and**
- **Preserve teaching, research excellence, and to maximize student excellence.**



Potential Eligible Participants

UW-Whitewater active employees as of October 1, 2020, who:

- **Are currently appointed as a faculty member; academic staff member with an indefinite; rolling horizon or fixed-term renewable contract who has not received a nonrenewal notice; unclassified limited appointee who has not received a renewal notice, or University Staff member who has passed probation;**
- **Are vested with the Wisconsin Retirement System [WRS] as of December 30, 2020, and are eligible to receive a full annuity when no age reduction factor applies to the formula benefit under the Wisconsin Retirement System [WRS] as of December 30, 2020; or eligible for a partial annuity under the Wisconsin Retirement System [i.e., 55 years of age and 5 years of service in most cases, with some differences depending on the employee's start date], and**
- **Are appointed into a participating department and employee category within that department.**



Not Eligible for Participation

- **Employees who have given written notice of intent to retire or resign or have established a retirement effective date with the University of Wisconsin-Whitewater or the Department of Employee Trust Funds [ETF], prior to the announcement of this program, *November 9, 2020*, are not eligible to participate in the Voluntary Separation Incentive Program.**
- **Student employees, graduate assistants, rehired annuitants, temporary employees, University Staff project positions, University Staff on an original probationary period, academic fixed-term no-intent-to-renew staff, and individuals who have received notice of nonrenewal, layoff or an at-risk letter prior to the VSIP program announcement date of *November 9, 2020*, are not eligible for the VSIP.**



VSIP Timeline

- November Announcement
- Work with Deans/Division Heads and Chancellor
- Final list of employees January 15, 2021
- Employee end dates between February 12, 2021 and either May 31, 2021 and August 22, 2021 [dependent upon employee classification]

VSIP Incentives

- **Incentives Offered in the Voluntary Retirement Incentive Program**
- **A one-time payment at the time of separation calculated to be equal to 35% of the employee's October 1, 2020 base salary up to a maximum amount of \$50,000**
- **Distribution at the time of separation or first payroll of the next calendar year**
- **Deferred options, using employee's HSA, 403 [b], 457, or similar plan, within established limits**
- **Employee is responsible for consulting with his/her personal tax advisor as to potential tax consequences of choices of separation payment methods.**
- **Employees considering the VSIP program are encouraged to make individual appointments a representative with ETF prior to scheduling a **meeting with a UW-W benefits specialist in HR&D between November 15, 2020 to January 8, 2021.****
- **The incentives offered in the VSIP are as stated herein and are not negotiable.**



Conditions

- **Participants will not be eligible to be employed by UW-Whitewater for a minimum of two-years from the date of separation**
- **Faculty or limited employees may request to continue to provide services on an entirely volunteer basis, without compensation, for a limited period of up to 1 year in order to complete projects, supervise research, and/or to transition ongoing work. Faculty may continue to supervise graduate students on a voluntary basis for up to 1 year for master's students and up to 2 years for doctoral student. Effective dates of separation will be determined by the Chancellor and based on the needs of the campus, college, department, etc.**
- **Participants will not be allowed to use accrued leave balances to extend a VSIP approved date of separation, consistent with UW-W's *Payout of Vacation, Vacation Carryover, and "Banked Leave" Practice Directive* [approved January 7, 2020].**
- **Accepted applicants must adhere to WRS valid termination requirements under Wisconsin Administrative Code § 40.25[5]. (Accepted applicants must adhere to WRS valid termination requirements under Wisconsin Administrative Code § ETF 10.08 and minimum required break in service regulations as per Wis. Stat. § 40.26(5).)**
- **Deans/Division Heads, etc., are prohibited from discussing any reemployment with applications before the applicant's separation.**
- **Accepted applicants must voluntarily accept and sign a *Separation Agreement***

Department Training for Title IX

- **Vicki Schreiber**
- **Overview**



QUESTIONS?



University of Wisconsin
Whitewater

Human Resources and Diversity