

Entering Furlough for Faculty and Exempt Employees

- 1) Login to VandalWeb at <u>www.vandalweb.uidaho.edu</u>.
- 2) Select the **Employees** tab
- 3) Select Payroll
- 4) Select Web Time Entry/Supervisor Approval.
- 5) Select Access My Time Sheet. <u>* If this option does not appear, move on to next step.</u>
- 6) Select the appropriate position title and pay period (you may need to use the drop down). Click **Time Sheet.**

7) You will see your timesheet as seen below:

Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Hours or Units	Hours	Units							
Sick Leave	1	0		0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Medical appointments	1	0)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Organ Donor Leave	1	0		0) Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Jury Duty	1	0)	0) Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Military Leave - Nonpaid	1	0)	0) Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Shared Leave	1	0)	0) Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	i Enter Units	Enter Units
FMLA Donated Leave	1	C)	0) Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA w/o Pay	1	0)	0) Enter Units	Enter Units	5 Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FMLA Sick	1	0		0) Enter Units	Enter Units	5 Enter Units	Enter Units	Enter Units	i Enter Units	Enter Units
Leave without pay with benefit	1	0)	0) Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	i Enter Units	Enter Units
Parenting Leave Sick	1	0)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Parenting Leave w/o Pay	1	C)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Parenting Leave Shared Leave	1	C)	0) Enter Units	Enter Units	5 Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Emergency Closure	1	0)	0) Enter Units	Enter Units	5 Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
COVID-19 Telework EX FAC	1	0)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Emergency Family Medical Lv 1	1	0)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Emergency Family Medical Lv 2	1	0)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Emergency Paid Sick Leave 1	1	0)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Emergency Paid Sick Leave 2	1	0)	0) Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Emergency Paid Sick leave 3	1	0		0) Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Emergency Paid Sick Leave 4	1	0		0	Enter Units	Enter Units	5 Enter Units	Enter Units	5 Enter Units	i Enter Units	Enter Units
Furlough Leave	1	0)	0	Enter Units	> Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
FY Contract Pay Out	1	0)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Administrative Leave	1	0)	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Leave with pay and benefits	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without pay and w/o bene	1	0	0								
Addtl Comp Teaching	1	0	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0) ((0	0	0
Total Units:				0	0	0) (() (0	0

8) Click on Enter Units on the Furlough line under the day furlough is taken. You will see the following appear at the top of the timesheet.



- 9) Enter the number of unitsinto the box and Save. Enter units as a decimal where 1 unit=1 hour. Ex) If you want to record one and one half hours of furlough, enter 1.5 units. Note you may not take more than 8 hours of furlough in one day.
- 10) You can use the copy feature to copy the number of units to other days, if necessary.
- 11) When faculty or exempt employees take furlough, <u>they must keep track of the hours they work and the number of hours of paid leave</u> <u>taken in the same week.</u>
 - a. Full-time employees: hours worked, hours of furlough, and hours of paid leave, if any, added together must come to exactly 40 hours total, no more, no less.
 - b. Part-time employees: you must keep the total hours equal to the number of hours for which they are normally paid. For example, half-time employees (20 hrs./week) must make sure all hours worked plus hours of furlough plus hours of paid leave equal 20 for that week.

*<u>They will not need to enter the regular hours worked, but will need to enter any paid leave, COVID-19 telework, or furlough hours</u> into the timesheet.

12) Academic Year Faculty may begin taking furlough once their academic year position is active on August 16, 2020.