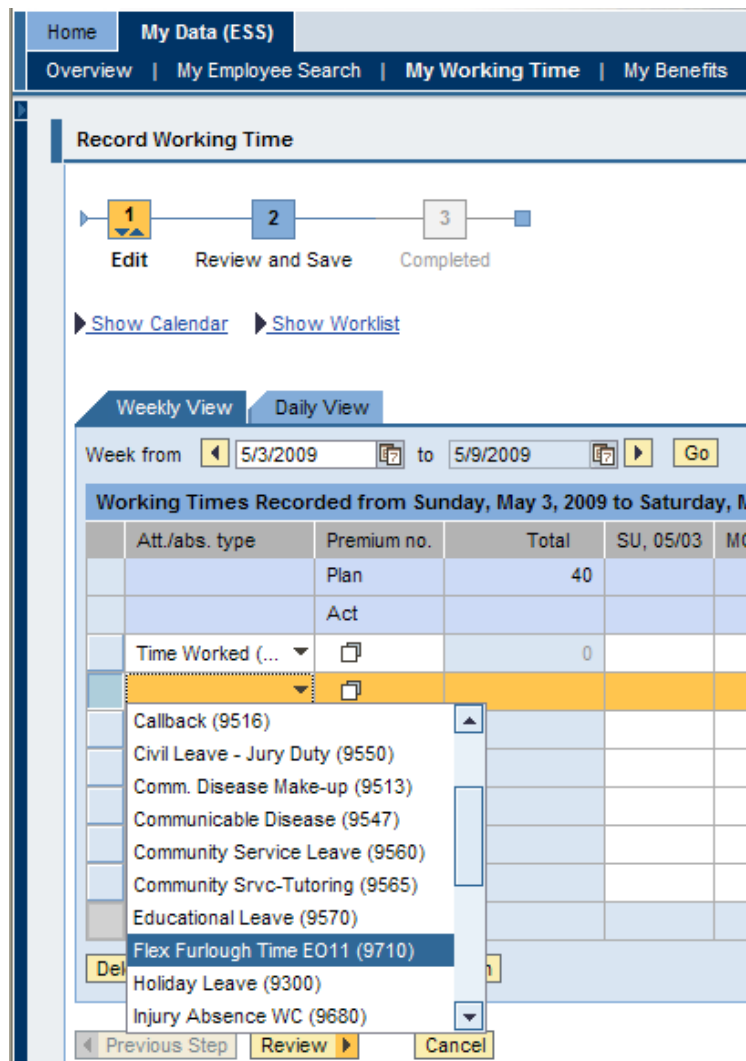


PROCESSING AND REPORTING ON FLEX FURLOUGH HOURS

To support Executive Order #11 and the Flexible Furlough Plan, the BEACON team has configured a new absence type to allow for the flexible furlough time off to be reported on employees’ time sheets. This absence type is not tied to a quota. The Time Statement will display the number of hours used in a specific month.

RECORDING FLEX FURLOUGH TIME ON THE TIMESHEET

1. In ESS, go to the Record Working Time option.



2. Select Att./absence type Flex Furlough Time EO11 (9710) from the drop-down list.
3. Enter the number of hours taken for each day up to 10 hours total time for absence type 9710.

NOTE: The time sheet screen will allow an unlimited number of 9710 hours to be recorded. However, the Time Evaluation process will generate an error message if it finds that the year-to-date total of reported hours of 9710 exceeds 10 hours.

NOTE: The new Flexible Furlough absence type can only be used on work dates between 6/1/09 and 12/31/09. Error messages will display if 9710 is reported on other dates when you proceed to the “Review” step.

Record Working Time

1 Edit 2 Review and Save 3 Completed

! The attendance/absence type 10/9710 does not exist on 05/04/2009

! 05/04/2009: Record cannot be saved because no. of hours = 0

! Erroneous records exist. Navigation is not possible

[Show Calendar](#) [Show Worklist](#)

Weekly View Daily View

Week from 5/3/2009 to 5/9/2009 [Go](#)

Working Times Recorded from Sunday, May 3, 2009 to Saturday, May 9, 2009.

	Att./abs. type	Premium no.	Total	SU, 05/03	MO, 05/04	TU
		Plan	40		8	
		Act				
	Time Worked (...)		0			
	Flex Furlough ...				2	

REPORTING ON 9710 USAGE

1. In ESS, go to My Working Time and click on the “Time Statement for a Chosen Period”.

The screenshot shows the 'My Working Time' section of the ESS system. On the left sidebar, the 'My Time Statements' link is highlighted with an orange circle. A callout box points to the 'Flex Furlough Time EO11 Hours' row in the 'Other Absences' table, which shows a value of 8.00. The main content area displays a 'Time Statement' for the period 06/01/2009 to 06/30/2009, with a run date of 05/07/2009. The table below shows various leave types and their amounts.

Description	Beginning	Deducted	Paid Out	Expiration
Vacation Leave	6			
Sick Leave	9			
Overtime Comp Time				
Holiday Comp Time				
Holiday leave		8.00		
Community Service	24			

Other Absences (leave taken)	
Description	Amount
Flex Furlough Time EO11 Hours	8.00

NOTE: The usage shown on the Time Statement is a subtotal for one particular month. A year-to-date total is only available in report PT_BAL00, a report run by a Time Administrator.

NOTE: For policy information, go to the Office of State Personnel’s Flexible Furlough Program [Frequently Asked Questions](#). (Use the Back button to return to this document after reviewing the FAQs.)