

PROCESSING AND REPORTING ON FLEX FURLOUGH HOURS

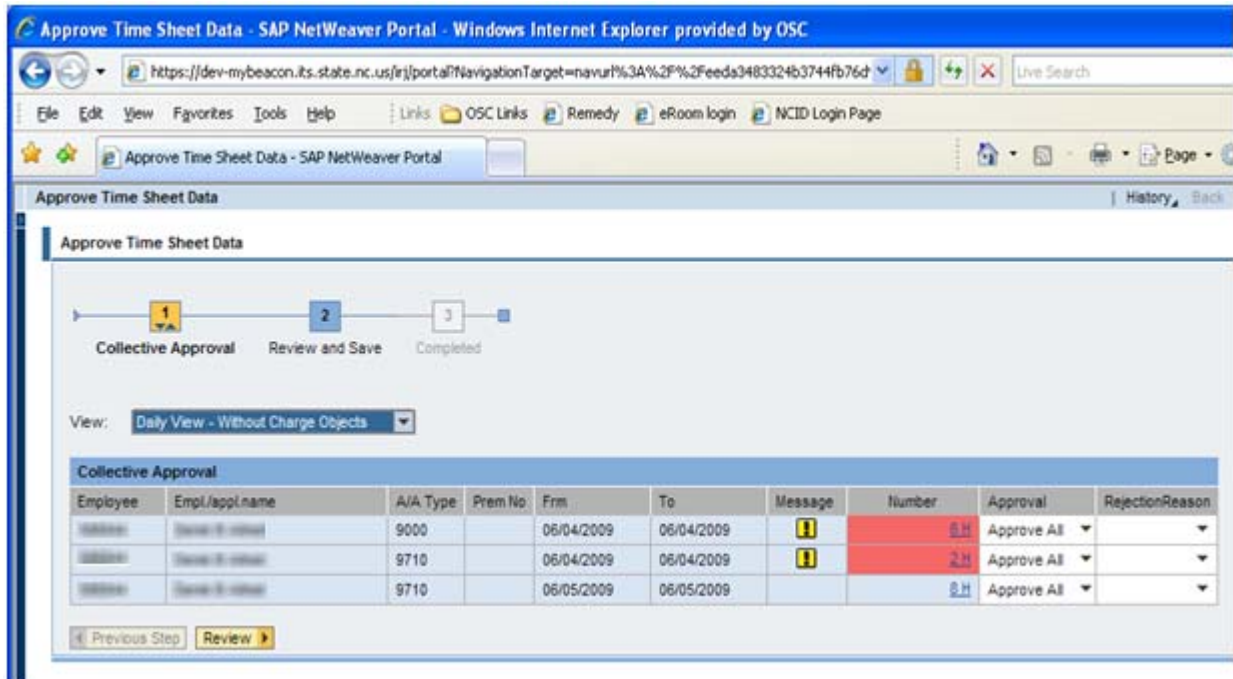
To support Executive Order #11 and the Flexible Furlough Plan, the BEACON team has configured a new absence type to allow for the flexible furlough time off to be reported on employees' time sheets. This absence type is not tied to a quota. Approval of this time in MSS is no different than approving other time records. Usage of this absence type can be reported through the Working Times Report in MSS or PT_BAL00 for Time Administrators. Usage can also be seen on the Time Statement.

APPROVING FLEX FURLOUGH TIME ON THE TIMESHEET

1. In MSS, click on the Approve Time Sheet Data option.



- Review the reported time details noting A/A type 9710 representing the Furlough hours recorded.



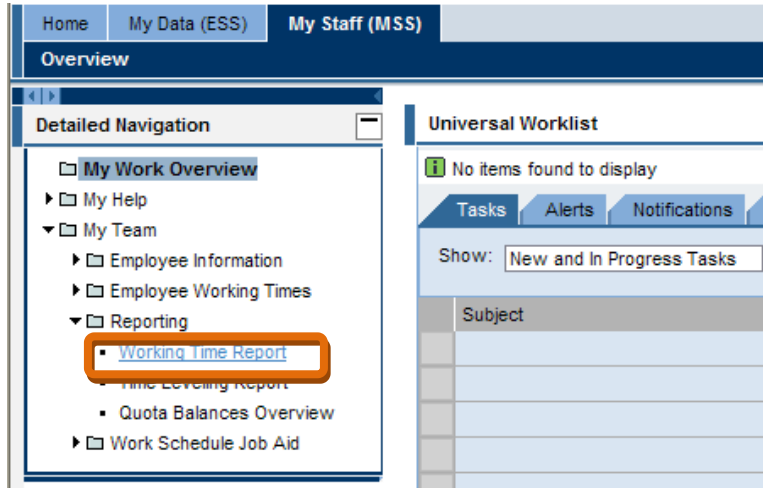
NOTE: The new Flexible Furlough absence type can only be used on work dates between 6/1/09 and 12/31/09. It will not appear in the drop-down list for the employee if the time sheet period does not include a date within that range.

NOTE: The time sheet screen will allow an unlimited number of 9710 hours to be reported. The Time Evaluation process will generate an error message (for Time Administrators to monitor) if the year-to-date total of reported 9710 hours exceeds 10 hours. However, supervisors should manually monitor for the 10 hour limit for full-time employees and prorated usage for part-time employees with the Working Time Report (see below).

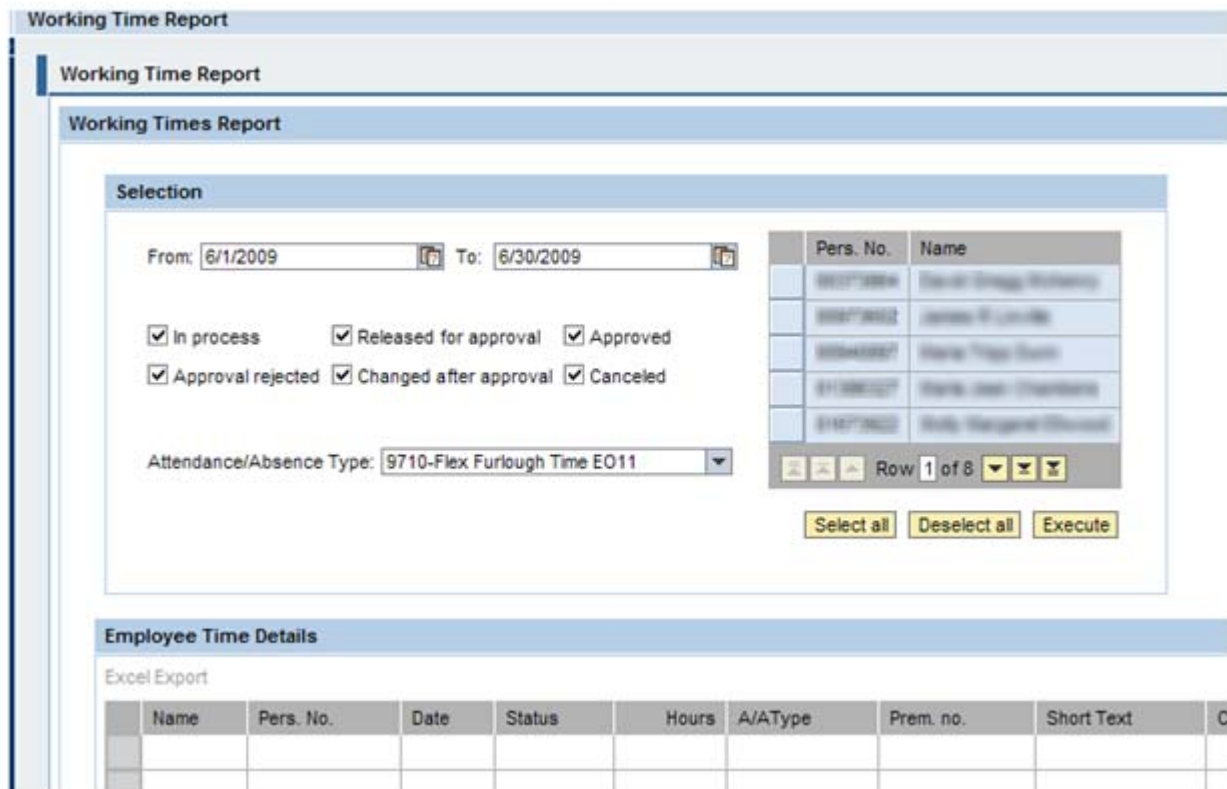
- Click Review.
- Click Save.

REPORTING ON 9710 USAGE

1. In MSS, go to My Team and click on Working Time Report.



2. Select a date range, personnel number(s) and the 9710 Attendance/ Absence Type.



3. Click "Execute".

4. View the results.

Selection

From: 6/1/2009 To: 6/30/2009

In process
 Released for approval
 Approved
 Approval rejected
 Changed after approval
 Canceled

Attendance/Absence Type: ALL

Pers. No.	Name

Row 1 of 8

Select all Deselect all Execute

Employee Time Details

[Excel Export](#)

Name	Pers. No.	Date	Status	Hours	AJAType	Prem. no.
		20090609	Approved	4	9710	
		20090610	Approved	4	9710	
				8		

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.)