FURLOUGH INFORMATION: SHARP

The following information is provided as a guideline for assisting agencies with setting up employee Position Data, Job Data, Time Reporter Data, and Timesheets for furloughs. **Exempt employees must be switched to non-exempt status and remain non-exempt for the duration of a furlough**. Refer to Bulletin 09-04: Fair Labor Standards Act (FLSA) Procedures Regarding Exempt Employees (http://admin.ks.gov/offices/personnel-services/agency-information/bulletins---personnel) for detailed information. Agency Personnel staff may contact the Office of Personnel Services for more specific SHARP information if a furlough is imminent.

Exempt Employee:

Change the FLSA Status of the exempt employee to non-exempt for the duration of the furlough.

Position Data: Change the FLSA Status. NOTE: FLSA Status should not be changed on Wednesday – Friday of a payroll calculation week. Update Position Data prior to the beginning of the pay period in which the exempt employee will become non-exempt with the following actions:

- Add a new row.
- Effective Date: Enter the Pay Period Begin Date of the pay period in which the exempt employee will be non-exempt.
- Action Reason: Enter the "UPD (Position Data Update)" action reason.
- FLSA Status: Enter "Nonexempt".
- Save. Ensure you receive the "Incumbent data will be updated…" message and click OK.

Job Data / Time Reporter Data: Change the Work Schedule. Update Job Data prior to the beginning of the pay period in which the exempt employee will become non-exempt with the following actions:

- Add a new row.
- Effective Date: Enter the Pay Period Begin Date of the pay period in which the exempt employee will be non-exempt. This date should match what you entered in Position Data.
- Effective Sequence: 1 (one).
- Action: Data Change.
- Reason: Status Change.
- Schedule Effective Date (on the Kansas Information Page): Enter the Pay Period Begin Date of the pay period in which the exempt employee will be non-exempt. This date should match what you entered in Position and Job Data.
- (Work) Schedule ID: Enter "8M-F_FU1" (Furlough Code and 8 REG M-F).
    - **Time Reporter Data: Change the workgroup.**
        - ✓ Add a new row
        - ✓ Effective Date: Enter the Pay Period Begin Date of the pay period in which the exempt employee will be non-exempt. This date should match what you entered in Position and Job Data.
        - ✓ Workgroup: Select a non-exempt type of workgroup, such as TK_7DAYHR (timekeeper enters employees time), SS_7DAYHR (employee enters own time via Employee Self Service), or IN_7DAYHR (Interface agencies only).
        - ✓ Click OK.
        - ✓ Save.

FURLOUGH INFORMATION: SHARP

Timesheet: Enter Furlough Hours. A new pay period timesheet will be available on Sunday (the pay period begin date). If the 8M-F_FU1 work schedule was selected on the Job Data Kansas Information Page, the timesheet will list 8 hours of Regular (REG) Monday through Friday for each week of the pay period. In addition, a blank row containing FU1 will display.

- It will be necessary to:
  - ✓ Enter 8 hours Furlough (FU1) on the day(s) in which the employee is on furlough for the pay period, and
  - ✓ Remove 8 hours Regular (REG) from the day(s) in which the employee is on furlough.
- Since the exempt employee is now considered non-exempt, it is imperative the employee is treated like a non-exempt employee during the 2-week period. For example:
  - ✓ Actual hours worked should be recorded on the time document.
  - ✓ Any leave taken should be recorded in quarter hour increments.
  - ✓ The employee and Agency Authorized Personnel will also be required to sign and date the time document (for employees who do not enter their own time via Employee Self Service).

Switching the Non-exempt Employee Back to Exempt at the End of the Furlough

Position: **Change the FLSA Status. NOTE: FLSA Status should not be changed on Wednesday – Friday of a Payroll Calculation Week.** Update Position Data prior to the beginning of the pay period in which the non-exempt employee will become exempt again with the following actions:

- Add a new row.
- Effective Date: Enter the Pay Period Begin Date of the pay period in which the non-exempt employee will become exempt.
- Action Reason: Enter the "UPD (Position Status Update)" action reason.
- FLSA Status: Enter "Exempt".
- Save. Ensure you receive the "Incumbent data will be updated…" message and click OK. If you did not, and you verified the FLSA Status did not change on Job Data, please contact the SHARP Corrections Unit at sharp@ks.gov and request that the position number on Job be refreshed so it pulls in the correct FLSA Status from Position Data.

Job Data: Change the work schedule back to what it was before the furlough. Update Job Data prior to the beginning of the pay period in which the non-exempt employee will become exempt again with the following actions:

- Add a new row.
- Effective Date: Enter the Pay Period Begin Date of the pay period in which the non-exempt employee will be exempt. This date should match what you entered in Position Data.
- Effective Sequence: 1 (one).
- Action: Data Change.
- Reason: Status Change.
- Schedule Effective Date (on the Kansas Information Page): Enter the Pay Period Begin Date of the pay period in which the non-exempt employee will be exempt. This date should match what you entered in Position and Job Data.
- (Work) Schedule ID: Enter "8M-F" (8 Hours M-F) or whatever code was used prior to the furlough.
  - **Time Reporter Data: Change the workgroup.**
    - ✓ Add a new row
    - ✓ Effective Date: Enter the Pay Period Begin Date of the pay period in which the non-exempt employee will be exempt. This date should match what you entered in Position and Job Data.

- ✓ Workgroup: Select an exempt type of workgroup, such as TK_SALARY (timekeeper enters employees time), SS_ SALARY (employee enters own time via Employee Self Service), or IN_ SALARY (Interface agencies only).
- ✓ Click OK.
- ✓ Save.

Timesheet: Remove the FU1 row. If a row was added to Job Data to change the Schedule ID back after timesheets were created (Timesheets are created the Friday night before the pay period begin date and are accessible on the first day of the pay period), the employee's timesheet will display 8 hours of Regular (REG) Monday through Friday for each week of the pay period and a blank FU1 row. It will be necessary to remove the FU1 row from the employee's exempt timesheet prior to preliminary or final pay calculations. Ideally, if the employee enters his or her own time, the employee will delete the FU1 row on the first day they have access to the timesheet and Save the Timesheet.

Non-Exempt Employee:

Position/Job/Time Reporter Data: No Action Required (Job Data Work Schedule Update is Optional, see below).

Job Data (Optional): Change the Work Schedule. Update the Work Schedule to "8M-F_FU1" (Furlough Code and 8 REG M-F). Add a row to Job Data prior to the beginning of the pay period in which the non-exempt employee will be furloughed:

- Add a new row:
- Effective Date: Enter the Pay Period Begin Date of the pay period in which the non-exempt employee will be furloughed.
- Action: Data Change.
- Reason: Status Change.
- Schedule Effective Date (on the Kansas Information Page): Enter the Pay Period Begin Date of the pay period in which the non-exempt employee will be furloughed.
- (Work) Schedule ID: Enter "8M-F_FU1" (Furlough Code and 8 REG M-F).

Timesheet: If the work schedule is not changed to 8M-F_FU1, it will be necessary to:

- Enter Furlough (FU1) hours associated with the number of hours the employee is scheduled to be furloughed on the day(s) in which the employee is on furlough for the pay period, and
- Remove Regular (REG) hours from the day(s) in which the employee is on furlough (if applicable).