MCtime TechTip: Applying Furlough Hours with a Pay Code Move

Background

The following procedure is for Battalion Chiefs who want to apply furlough hours for timecards of personnel below them. This must be done as a pay code move (not a pay code edit). If you have any questions about the process, please contact Jeff Feiertag by phone (240.777.2460) or via e-mail (jeff.feiertag@montgomerycountymd.gov).
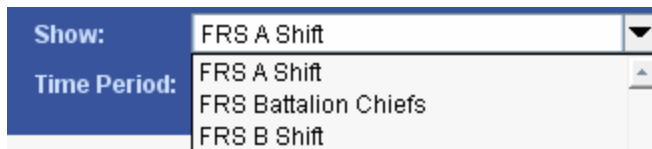
Usage

Per AC Ed Radcliffe, Battalion Chiefs may move leave hours to furlough hours under the following conditions:

- Annual leave or compensatory leave may be converted to furlough hours if the employee requests to do so.

- Sick leave may be converted, but only after the employee has provided the appropriate medical documentation.

- Personal Days may be converted, however you must ensure the employee has a sufficient number of furlough hours to cover the full shift, because Personal Days may only be taken in full shifts.

Process

Once an employee requests for used leave to be counted as furlough time, perform the following:

- Access the **FRS Leave Balance Genie** and select an appropriate HyperFind (i.e., division, shift or station from the **Show** drop-down arrow) that will allow you to find the person whose leave needs adjusting.

- Find the individual for whom you would like to identify furlough hours and ensure that (s)he has a balance high enough in the **Furlough** column to support the pay code move you are about to make.

- Double-click the person's name to load his/her timecard on the screen.

- Find the date with the leave to be moved on the timecard and click to select the hours for the individual date.

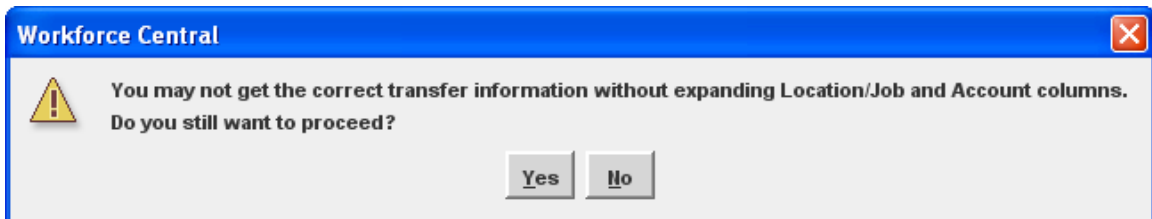|		Pay Code	Transfer	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Fri 3/18	Sat 3/19	Total
		Hours Worked								24.0	24.0
		Hours Worked	...00//FRS066F1//			4.0					4.0
		Hours Worked	...00//FRS066HS//			3.0					3.0
		Annual Leave					24.0 ▼				24.0
		KELLY DAY		0.0							
						7.0	24.0			24.0	55.0

Week starting: Sun 3/13

- Find the leave in the **Totals & Schedule** tab at the bottom of the screen and right-click the leave you would like to move.

| Totals & Schedule | Accruals | Audits | Sign-offs & Approvals |

All ▼

Account	Pay Code	Amount	Wages
...0/FRS 45-2232-2412/-/-/-/FRS003167/-	Annual Leave	24.0	
...0/FRS 45-2232-2412/-/-/-/FRS003167/-	Total Hrs T...	96.0	Move...
... 45321-100/-/FRS066F1/FRS003167/-	Unapprove...	4.0	271.26

- Note the pop-up window that appears and click the **Yes** button. (FYI: There is no transfer information for you to re-enter, so the warning is meaningless for this type of pay code move.)

Workforce Central

⚠ You may not get the correct transfer information without expanding Location/Job and Account columns. Do you still want to proceed?

[Yes] [No]

- Wait for the **Move Amount** pop-up window to appear. As with any pay code move, there are four boxes: Pay Code, Amount, Effective Date and Transfer.

To:

* **Pay Code:** Furlough ▼

FO3 - Field Training OT-
FT2 - Field Training Diff-
FT3 - Field Training - FIF
Furlough
HOL - Holiday Leave
HP1 - Holiday Premium
HP2 - Holiday Premium
Leave Without Pay

* **Amount (HH.hh):**

* **Effective Date:**

Transfer: ▼

Comments...

[OK] [Cancel] [Help]

- Choose **Furlough** as the pay code.

● Type the appropriate number of hours, paying attention to the number of hours the employee requested to be moved as well as his/her available furlough leave balance.

● Ensure that the date is correct. (Note: If you did not click the hours in the timecard, then the date will default to the first day of the pay period and you will need to change it to the appropriate date.)

● Skip the **Transfer** box for this type of move (as noted above) and click the **OK** button.

● Save the timecard.

● Note that the timecard still shows the original leave but the Totals & Schedule tab shows the move in effect. The screens below illustrate both the Totals & Schedule tab and the Moved Amounts tab.

Totals & Schedule	Accruals	Audits	Sign-offs & Approvals	Moved Amounts

All ▼

Account		Pay Code	Amount
FRS 45-1830/FRS 45-2232-2412/-/-/-/FRS003167/-	◄	Annual Leave	0.0
FRS 45-1830/FRS 45-2232-2412/-/-/-/FRS003167/-		Furlough	24.0

Totals & Schedule	Accruals	Audits	Sign-offs & Approvals	Moved Amounts

Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount
3/16/2011	...S003167/-		Annual Leave	Furlough	24.0