

This email is directed to Department Managers and HR Staff / Academic Personnel Administrators

ADJUSTING FURLOUGH LEAVE ACCRUAL BALANCES
DESCRIPTION OF PROGRAMS

To date, there are three programs that affect the furlough leave accrual balances:

The Clinical Coverage Program (CCP) is being used by the Schools of Medicine and Pharmacy to preserve the provision of clinical services and applies to HSCP faculty. Although the faculty providing patient care will be subject to salary reductions and furloughs, payments for their clinical time will be done through a flat dollar distribution line with DOS code CCP. As outlined in the School's CCP documentation, the furlough time that they accrue based on the furlough reduction lines will need to be reduced proportionate to the documented clinical needs for which they are paid.

The Gift-Endowment Program (GEP) has been proposed by the School of Medicine and will likely be adopted by other control points. Faculty, staff, and non-faculty academics would be eligible to participate in this program. The intent is to use gift and endowment funds to pay employees to work during their furlough days, provided the use of those funds is consistent with donor intent and requirements. Although salary support on gifts and endowments will be subject to salary reductions and furloughs, payments will be done through a flat dollar distribution line with a new DOS code GEP. As outlined in the GEP documentation, accrued furlough leave will be forfeited pro-rata with the payment(s) to cover time worked on furlough days.

Over-the-cap ("NIH-OTC") DOS codes are used for faculty who are paid on federal grants, and whose negotiated salary rate exceeds the corresponding NIH CAP rate. Even though the grants are exempt from the furlough programs, the NIH-OTC distributions are typically paid from sources that are not exempt from the furlough plan. As such, corresponding SRS distribution lines are generated. However, the programming provided by UCOP does not generate a corresponding furlough accrual for these SRS lines.

IMPLEMENTATION

In order to ensure that campus records reflect an accurate furlough accrual balance, Departments must calculate the adjusted number of hours and then report adjustments to the furlough accrual balance in OLPPS. Adjustments made in OLPPS will be captured by HBS which is used to manage the furlough balances for most of the furloughed employees.

Recording Adjustments:

Departments will be required to post LX/RX transactions in OPTRS to record adjustments to the furlough accrual balance. HBS then picks up the adjustments when it captures the accrual data (monthly) and will post both the accruals and accrual adjustments in HBS.

Detailed Instructions:

Instructions for recording these transactions in OPTRS are available in the OPTRS Procedures and References section of the Payroll web site under [Furlough Accrual Adjustments](#).

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