FY 2021 Business Process Guide

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1. INTRODUCTION

The University of Arizona’s Furlough and Furlough-Based Salary Programs are requiring changes to normal business processes. This guide will help you navigate the changes during this period, and promote consistent practices across campus. For more information on participation in the programs and FAQs, visit the webpage for the programs. This page includes information such as who is required to participate in the programs, which program the employee will participate, and required participation.

2. ANALYTICAL TOOLS

UAIR has created a set of new dashboards in Analytics to assist you with planning and monitoring your unit’s participation in the Furlough and Furlough-Based Salary Programs. In addition, a new tile in UAccess Employee allows employees to view their own information.

To navigate to these reports in Analytics, open Employee then Compensation. To use the hyperlinks below, copy the hyperlink and paste it into your browser after you have signed into Analytics.

2.1. Reports

Furlough and Furlough-Based Salary Programs Detail
You can see detailed data by employee in table format (exportable as a PDF, PowerPoint, Excel, Data, or Web Archive file). Use the *Snapshot Date* to view the data as of a specific time. You can include
- Employee Summary or Details
- Position Summary or Details with Funding Distribution
- Position Funding with Cost Share Details

All Compensation Changes
This dashboard has been updated to make it easier to see aggregate compensation change data as well as employee-specific information. Using the Action Reason Description prompt you can run reports by Pay Reduction Program–Start or Pay Reduction Program–End to see how the Furlough or Furlough-Based Salary Programs are affecting compensation for a unit or individual.

Weekly Reported Time
This dashboard page has been updated to provide a comprehensive list of time reporting codes (TRCs). Descriptions are available to assist you in reviewing the weekly data. You will be able to run reports using the TRC prompt to filter for PFE-Personal Flex Time (exempt employees), PFP-Personal Flex Time (positive time reporters), UFE-University Furlough Time (exempt employees), or UFP-University Furlough (positive time reporters) and see how many hours each of your employees reported for a given code during a given week.

Payroll Expenditure Listing with SET
Use the new Earnings Description prompt to filter for Personal Flex Time. This will allow you to quickly review how much Personal Flex Time is being assessed to various accounts and will facilitate your review to ensure that associated expenditures are being charged to the correct accounts.
2.2. UAccess Employee Tile

A new tile in UAccess Employee is available to all employees. It shows whether the employee is participating in the Furlough or Furlough-Based Salary Program and the furlough/flex days taken and remaining. Employees in the Furlough-Based Salary Program can click on the tile to view their pay before and after their pay reduction. The data will feed from UAccess Analytics and update each night. View and download instructions for the tile (PDF).

3. FINANCIALS

Find payroll deadlines and dates at fso.arizona.edu/payroll.

3.1. Salary Expense Transfers (SETs)

For employees on the Furlough-Based Salary Program, salary expense transfers should be processed according to the existing Financial Service Office procedure for reconciling salary allocations: https://policy.fso.arizona.edu/fsm/600/610.

For employees on the Furlough Program, UAccess Employee will allocate furlough hours proportionally to accounts based on the existing position distribution. After payroll posts to UAccess Financials, the business officer should review the Weekly Reported Time and Payroll Expenditure Listing with SET Reports, and process salary expense transfers to ensure that unpaid furlough time is applied only to non-sponsored funds. The transfers should be processed on a monthly basis in accordance with the existing sponsored cost transfer policy: https://rgw.arizona.edu/administration/managing-projects/fiscal-responsibilities#CostTransfers.

The transfers should contain a brief note that states the purpose of the transfer is to correct sponsored account distribution based on furlough hours taken.

For more guidance please see https://hr.arizona.edu/grant-funded-furlough-programs.

4. MANAGER SELF-SERVICE TRANSACTIONS

This section describes MSS Transactions.

4.1. New Hire Transactions

Enter the salary, wage, and any component of pay (e.g., stipends) at the regular full rate (without furlough-based salary reduction).

- Workforce Systems will enter the furlough-based salary reduction, if applicable, upon final approval.

Attachments required:

1. Signed offer letter meeting the following requirements:
• Compensation must be listed at the regular full (i.e., non-furlough) rate.
• University Furlough and Furlough-Based Salary Reduction Program language must be included.

2. Approved Hiring Waiver Request
3. Copy of the new hire application materials from Talent

Comments required: Identify which program the new hire will be participating in:
• Furlough program due to partial sponsored funding.
• Excluded from the Furlough Program due to 100% sponsored funding.
• Furlough-Based Salary Program and the % reduction based on gross annualized pay.

4.2. Notices of Appointment or Reappointment

It is very important to review the accuracy of NOAs and NORs generated to ensure they reflect the correct compensation. Each NOA/NOR should begin no earlier than the following dates:
• July 1, 2020, for Furlough Program participants on fiscal appointments.
• August 10, 2020, for Furlough-Based Salary Program participants on fiscal appointments.
• August 17, 2020, for participants from either program who are on academic (9-month) appointments, including those enrolled in the 9/12 Pay Option.

For employees participating in the Furlough-Based Salary Program, the salary on the NOA/NOR will reflect the temporarily reduced pay.

4.3. Position Distribution Changes Affecting Salary Reduction Participation

If the employee’s current position distribution is non-sponsored funding (i.e., furlough-based salary reduction) and the new position distribution adds partial or full sponsored funding, submit an MSS Job Change to remove the furlough-based salary reduction and restore compensation to the full amount. The effective date of the job change should match the effective date of the position distribution change.

Employees who are in the furlough program due to partial or full sponsored funding will remain on the furlough program if their sponsored funding is eliminated. Therefore, no change to compensation is required. The required number of furlough days will be adjusted accordingly.

If the employee’s current position distribution is full sponsored funding and the new position distribution is processed to 100% non-sponsored funding, submit an MSS Job Change to add the furlough-based salary reduction. The effective date of the job change should match the effective date of the position distribution change. If the employee’s current position distribution is full sponsored funding and the new position distribution is processed to decrease their sponsored project funding to <100%, the employee will participate in the furlough program, prorated according to their position distribution.

4.4. Employment/Job Change Requests

1. Select Modify Job Attributes, then select the position/job to be changed.
2. Confirm the effective date of the request; this date should match the position distribution effective date.

3. If you are reverting the employee’s compensation rate to the pre-salary-reduction amount, the action/reason must be Pay Reduction Program–End.

4. If you are adding a reduction amount, the action/reason must be Pay Reduction Program–Start.

Comments required: Explain why this person either now qualifies or no longer qualifies for the Furlough-Based Salary Program.

4.5. Promotions within Department

1. Confirm the effective date of the request.

2. Enter the compensation increase amount (promotion amount only).

   Workforce Systems will calculate the original salary and determine whether the promotion triggers an additional reduction in pay (based on the brackets). Example:
   - Original Compensation: $47,048—subject to 7.31% salary reduction
   - Compensation reduced by 7.31%: $43,609
   - Compensation increase due to promotion: $5,000 (original salary of $47,048 + $5,000 for promotion = $52,048)
   - New salary reduction: 10.00%
   - New adjusted compensation: $46,843

Attachments required: Approved Hiring Waiver Request

4.6. Promotions to New Department and Position/Department Changes

Enter the salary, wage, and any component of pay (e.g., stipends) at the regular, pre-salary-reduction rate.

Workforce Systems will enter the furlough-based salary reduction, if applicable, upon final approval.

Attachments required:

1. Signed offer letter meeting the following requirements:
   - Compensation must be listed at the regular full (i.e., non-furlough) rate.
   - University Furlough and Furlough-Based Salary Reduction Program language must be included.

2. Approved Hiring Waiver Request

3. Copy of the new hire application materials from Talent

4.7. Visa Changes

1. When changing a furlough-based salary participant to H1B visa status, you will also need to submit a MSS Job Change to restore the employee’s compensation to the full amount (see Employment/Job Change Requests).
2. When changing an employee from H1B visa status to permanent resident or other visa type, if the individual is subject to furlough-based salary reduction (that is, no sponsored funding), you will also need to submit an MSS Job Change to add the salary reduction.

4.8. Terminations

If an employee subject to furlough-based salary reduction separates from University employment, the transaction must be submitted at least one pay period prior to the termination effective date.

This will allow Workforce Systems to restore full compensation prior to the termination date. This is done so that the employee receives the full amount of vacation payout (and Retiree Accumulated Sick Leave or retiree pension, if applicable). The employee’s last paycheck will also be at their original salary.

5. Recruitment

The Furlough and Furlough-Based Salary Programs affect processes related to hiring waivers, requisitions, offer letters, and notices of appointment/reappointment.

5.1. Hiring Waivers

The University is implementing a hiring slowdown through June 30, 2021. In consequence, all job requisitions, new hires, and job changes due to internal transfers within a department, external transfers to a new department, compensation or FTE increases, and promotions within the same position (incumbent review) are subject to the waiver process.

- There are three waiver form options, corresponding to funding source: fully grant-funded, partially grant-funded, and non-grant-funded.
- To expedite the hiring process, attach the correct, approved Adobe Sign waiver to your requisition or transaction.

To access a waiver and review the related FAQs, visit hr.arizona.edu/supervisors/recruitment. Hiring slowdown waivers are directly related to funding approvals, so requests for noncompetitive hires are reviewed separately and in accordance with the Recruitment Administration Guidelines.

5.2. Requisitions

Human Resources Recruitment will add the following language to the “Position Highlights” field of any new requisitions:

As a cost-saving measure related to the impact of COVID-19, Furlough and Furlough-Based Salary Programs have been approved by the Arizona Board of Regents. All new hires subject to the programs will be notified in accordance with adopted Furlough and Furlough-Based Salary Programs guidelines and will be required to comply with all measures. To learn more about the programs and whether this position is affected, please visit hr.arizona.edu/FY-2020-2021-Furlough-Program.

5.3. Offer Letters
All offer letters extended from now until the end of the furlough and furlough–based programs, must contain the following approved furlough language within the compensation section of the terms. This language is not required if the new hire will start after the programs have ended and/or if the new hire isn’t subject to the programs.

These three letter options can be found in the Talent letter builder under “existing sections.”

Positions Subject to Furlough Program (Grant Funded):
As a cost-saving measure related to the impact of COVID-19, a Furlough Program has been approved by the Arizona Board of Regents. You will be notified in accordance with adopted Furlough Program guidelines and will be required to comply with all measures during the course of your employment. If you are subject to this program, your biweekly earnings will be reduced by the number of hours you are placed in furlough status each pay period. To learn more about program effective dates and how this may impact your salary, please visit hr.arizona.edu/grant-funded-furlough-programs.

Positions Subject to Furlough-Based Salary Program:
As a cost-saving measure related to the impact of COVID-19, a Furlough-Based Salary Program has been approved by the Arizona Board of Regents. You will be notified in accordance with adopted Furlough-Based Salary Program guidelines and will be required to comply with all measures during the course of your employment. If you are subject to this program, your annual earnings will be reduced for the duration of the program and you will be allotted Personal Flex Time. To learn more about program effective dates and how this may impact your salary, please visit hr.arizona.edu/FY-2020-2021-Furlough-Based-Salary-Program.

Non-academic administrators and coaches earning at least $300,000:
As a cost-saving measure related to the impact of COVID-19, a Furlough-Based Salary Program has been approved by the Arizona Board of Regents. You will be notified in accordance with adopted Furlough-Based Salary Program guidelines and will be required to comply with all measures during the course of your employment. Your annual earnings will be reduced by 20% for the duration of the program. To learn more about the program, please visit hr.arizona.edu/FY-2020-2021-Furlough-Based-Salary-Program.