

UAccess Employee Pay Reduction Tracking Tile for the Furlough and Furlough-Based Salary Programs

A tile is available in UAccess on the Employee Main Homepage that will display your individual:

- Amount of pay reduction (if applicable)
- Available Furlough or Personal Flex Time
- Amount of Furlough or Personal Flex Time you have taken

Instructions for viewing your Pay Reduction Tracking Tile:

1. Visit UAccess Employee at uaccess.arizona.edu
2. Enter your NetID and password to access the "UA Employee Main Homepage"
3. Your tile will be on your Homepage. Click the tile for a more detailed view

Your Tile Will Reflect the Program You Are In

Furlough-Based Salary Program (FBSP)

Pay Reduction Tracking	
Personal Flex Hours:	
Projected	312.00
Taken	0.00
Reported	0.00
Remaining	312.00
Your salary is reduced by 20.00%.	

If you are participating in the FBSP, your pay will be reduced by a specified percent, and you will receive a balance of paid Personal Flex Time. Click on the tile to view your annualized salary in effect before the start of the FBSP, and your reduced annualized salary as a result of the FBSP.

Example Furlough-Based Salary Program tile

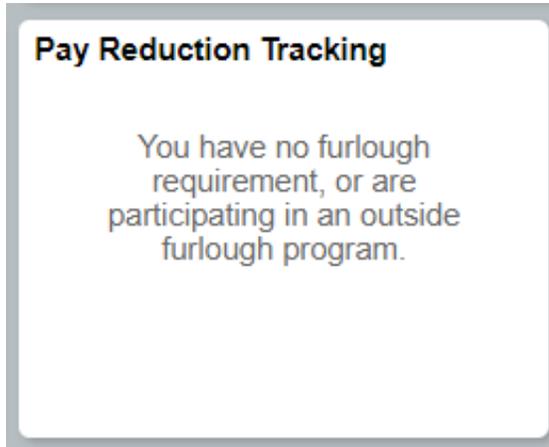
Furlough Program

Pay Reduction Tracking	
Furlough Hours:	
Projected	204.00
Taken	24.00
Reported	0.00
Remaining	180.00
Furlough with no salary reduction.	

If you are participating in the Furlough Program, you will have a balance of unpaid furlough hours that must be taken by the end of the Furlough Program.

Example Furlough Program tile

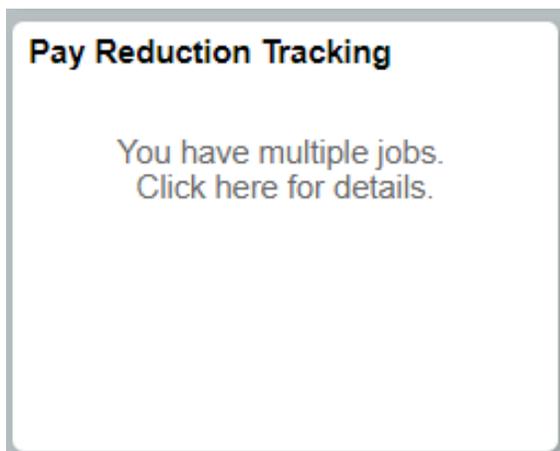
No Furlough Participation



If you are excluded from the Furlough and Furlough-Based Salary Programs, you have no pay reduction or furlough requirements.

Example tile for non-participants

Multiple Positions



If you have multiple positions at the University, your tile will prompt you to click for a detailed view of your projected participation for each position.

Example tile for multiple positions

Furlough-Based Salary Program with no Personal Flex Time

Pay Reduction Tracking

Your salary reduction is 20.00%. You have no personal flex time or furlough requirement.

If you are a non-academic administrator or coach earning \$300,000 or more per year, you will receive a pay reduction with no Personal Flex Time.

Example tile for Furlough-Based Salary Program with no Personal Flex Time

Frequently Asked Questions

Why have my furlough or flex days changed since the start of the programs in August?

The [furlough table](#) and [personal flex day table](#) have been updated as a result of the [President's announcement](#) on October 29 for decreased employee participation. The calculation for furlough and personal flex days was also updated to be prorated for any job changes or position distribution changes that may have happened since the beginning of the programs. For example, if an employee was hired on November 16, 2020, their tile would now reflect a decreased participation by calculating their prorated participation from their hire date through February 21, 2021.

If my program changes due to a position or funding change, what will happen to my tile?

If you have a change in position or funding over the course of the program, your tile will automatically update to reflect your new projected participation in the Furlough or Furlough-Based Salary Program. Your furlough hours or Personal Flex Time will be calculated on a pay period basis and projected for the remainder of the program with current position distribution.

What is the difference between "Reported" and "Taken" on my tile?

Reported hours are those reported on your timesheet during the current pay period. Taken hours are those you have reported and that have been approved in previous pay periods.

Is there a way for me to know how many furlough hours I should have taken to date?

For those employees participating in the furlough program, when you click on your tile, you will be able to see a new column that shows "Required Furlough Hours to Date". This is a sum of the furlough hours for each pay period to date. The column is meant to help you plan your furlough hours over the course of the year and keep on track to complete the required hours by the end date of the program.