

Payroll Frequently Asked Questions Edition #1

	Frequently Asked Questions	Option 1- Smoothing	Option 2 – Opt Out Straight Furlough
1.	What are the differences between the Smoothing and Opt Out Straight Furlough?	Option 1- Allows your salary to be reduced by the percentage that has been agreed to throughout the fiscal year. This spreads the reduction through the year which softens the financial impact.	Option 2- Your paycheck will be reduced by the unpaid furlough hours taken that pay period.
2.	What is the code for time cards?	QT	Q
3.	How will furlough hours show up on the check stubs?	See Attached Statement Earnings. Attachment A- QT Hours Smoothing	See Attached Statement Earnings. Attachment B- Q hours
4.	Will furlough hours show up on e time cards?	Yes, a section is in process to be added	Yes, a section is in process to be added
5.	How will I know which employee is doing smoothing and which is opting out of smoothing?	A report will be provided each pay period to departments, reflecting which option employees have selected.	A report will be provided each pay period to departments, reflecting which option employees have selected
6.	Can furlough days be taken any time an employee would like?	For general rep employees dates have been set (See Attachments). For management employees they should plan to take the same days and complete the remainder of their furlough as agreed with their supervisor.	For general rep employees dates have been set (See Attachments). For management employees they should plan to take the same days and complete the remainder of their furlough as agreed with their supervisor.
7.	Who's responsible for keying option 1 or 2 into the payroll system?	All employees will be keyed in as option 1- Smoothing. If opting out to option 2, furlough forms must be sent to Central Personnel and we will key them.	All employees will be keyed in as option 1- Smoothing. If opting out to option 2, furlough forms must be sent to Central Personnel and we will key them.
8.	20 hour a week employees are exempt from furloughs, how do they handle the 4 day furlough week between Christmas, and New Years?	They are assigned to alternate shifts, or take vacation, or they become your "skeleton" crews for those departments that need them.	They are assigned to alternate shifts, or take vacation, or they become your "skeleton" crews for those departments that need them.

Payroll Frequently Asked Questions Edition #1

	Frequently Asked Questions	Option 1- Smoothing	Option 2 – Opt Out Straight Furlough
9.	What is the employee’s obligation if they are on a reduced schedule (example 30 hrs a week) how will they code their time card for furlough hours?	Furlough obligation will be prorated, based on the scheduled hours in the payroll system. Timecards will be coded as QT.	Furlough obligation will be prorated, based on the scheduled hours in the payroll system. Timecards will be coded as Q.
10.	Can managers work uncompensated overtime (955 time) or accrue comp time (999 time) in a pay period in which furlough is taken?	No. Managers can’t work 955 time or accrue comp time (999 time) during a pay period in which furlough time occurs. If they must work more than 80 hours, they need to re-schedule their furlough time.	No. Managers can’t work 955 time or accrue comp time (999 time) during a pay period in which furlough time occurs. If they must work more than 80 hours, they need to re-schedule their furlough time.
11.	Can employees use previously accrued comp time as leave during a pay period in which furlough time is taken?	Yes, employees can use previously accrued comp time as leave for non-furlough hours in a pay period in which furlough time is taken.	Yes, employees can use previously accrued comp time as leave for non-furlough hours in a pay period in which furlough time is taken.
12.	Will there be different codes for the different bargaining units?	No, same code	No, same code
13.	Can employees on a rolling furlough use time before it’s earned? Example: employee asking to use furlough time in lieu of vacation in July, but won’t have adequate balance in their smoothing account.	Yes... Employees can use furlough hours from their furlough bank prior to earning them. If all furlough hours are exhausted prior to an established county closure day, employees should take vacation time if there is no work.	N/A
14.	Do I accrue step hours, probation hours, county service hours, seniority when I code my time card with Q or QT codes?	Yes	Yes
15.	Do I accrue vacation, sick leave, admin, or annual on Q or QT hours?	No	No

Payroll Frequently Asked Questions Edition #1

	Frequently Asked Questions	Option 1- Smoothing	Option 2 – Opt Out Straight Furlough
16.	Do managers have to take the scheduled County closure days?	No. Managers will serve rolling furloughs, which will be scheduled individually with an effort to conform to building closures (the SEIU scheduled days and/or local Court furlough days) when possible.	No. Managers will serve rolling furloughs, which will be scheduled individually with an effort to conform to building closures (the SEIU scheduled days and/or local Court furlough days) when possible.
17.	If I want to change my straight furlough to smoothing furlough days, can I do this any time?	No, You can't change from one option to the other during the fiscal year once you have made your original selection.	No, You can't change from one option to the other during the fiscal year once you have made your original selection.
18.	Will my holiday pay be affected if I am on furlough the day before and/or the day after a holiday?	No, furlough hours shall not be considered when determining eligibility for holiday pay.	No, furlough hours shall not be considered when determining eligibility for holiday pay.
19.	What happens if an employee promotes or demotes to a different bargaining unit?	Furlough hours will need to be recalculated.	Furlough hours will need to be recalculated.
20.	Do employees get paid for differentials when taking Q or QT hours?	No	No
21.	How do I code my time card if I am called to jury duty on a furlough day?	QT hours. Serve furlough day as scheduled and then be given another day off (or hours) in that same or next pay period coded as Jury Duty.	Q hours. Serve furlough day as scheduled and then be given another day off (or hours) in that same or next pay period coded as Jury Duty.
22.	How do I code my time card if I want to take bereavement leave on a furlough day?	QT hours. Record your bereavement on another day.	Q hours. Record your bereavement on another day.
23.	Can I cash out admin leave on a furlough pay period?	Yes	Yes
24.	If pay day falls on a furlough day When will employees receive their checks?	Employees will receive their pay a day early when the furlough Friday falls on a payday.	Employees will receive their pay a day early when the furlough Friday falls on a payday.
25.	When will employees receive pay checks for Christmas week furlough?	Employees will be notified of any special payroll distribution closer to that pay day.	Employees will be notified of any special payroll distribution closer to that pay day.
26.	Are furlough deductions taken out on free pay periods?	Yes	Yes

Payroll Frequently Asked Questions Edition #1

	Frequently Asked Questions	Option 1- Smoothing	Option 2 – Opt Out Straight Furlough
27.	May I use Q/ QT hours while on an unpaid County Leave of Absence?	No	No

Attachments:

- [Attachment A - Sample Statement of Earnings - QT Hours \(Option 1\)](#)
- [Attachment B - Sample Statement of Earnings - Q Hours \(Option 2\)](#)
- [Attachment C - List of Furlough Days](#)
- [Attachment D - Furlough Hours Chart](#)