Non-FEP Furlough Tracking Sheet Instructions

**General Comments:** This tracking sheet is for non-Furlough Exchange Program participants. It is designed to print on 8.5 x 14 paper. Please customize as suites your needs, but recognize that the gray cells are *calculated fields*. The worksheet is not protected, so use care when adding, deleting or modifying cell contents.

**Employee ID:** Please enter the faculty member’s ID for each employee.

**Employee Name:** Please enter the full name for each faculty member.

**Salary Reduction Band:** Enter the faculty member's salary reduction band number (1-7).

**Total Furlough Days (by band):** Please enter the total number of furlough days according to the faculty member’s salary reduction band. *Please do not subtract any proposed mandatory campus closure days, furlough days or OPA days here.*

**Monthly Accrual Rate (at 100%): Calculated field.** This field contains the monthly accrual rate, at 100% time worked, and is expressed in days.

For each month you will need to:

1. Enter the percentage hours worked in the **% Subject Time** field. This time should be expressed in full percentages. You should not include time worked on excluded funding sources or appointment types. For UCR faculty this number will almost always be 100%. For faculty with split appointments, use the appointment percentage.

2. Enter any usage that the faculty member had in days.

3. The additional columns in the spreadsheet will provide a cumulative total of accrual hours, furlough usage hours, and the remaining furlough balances.

**Campus Closure Days:** Campus closure days have been entered into the spreadsheet. If a faculty member is in service during the campus closure days you will need to remove these pre-entered days.

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