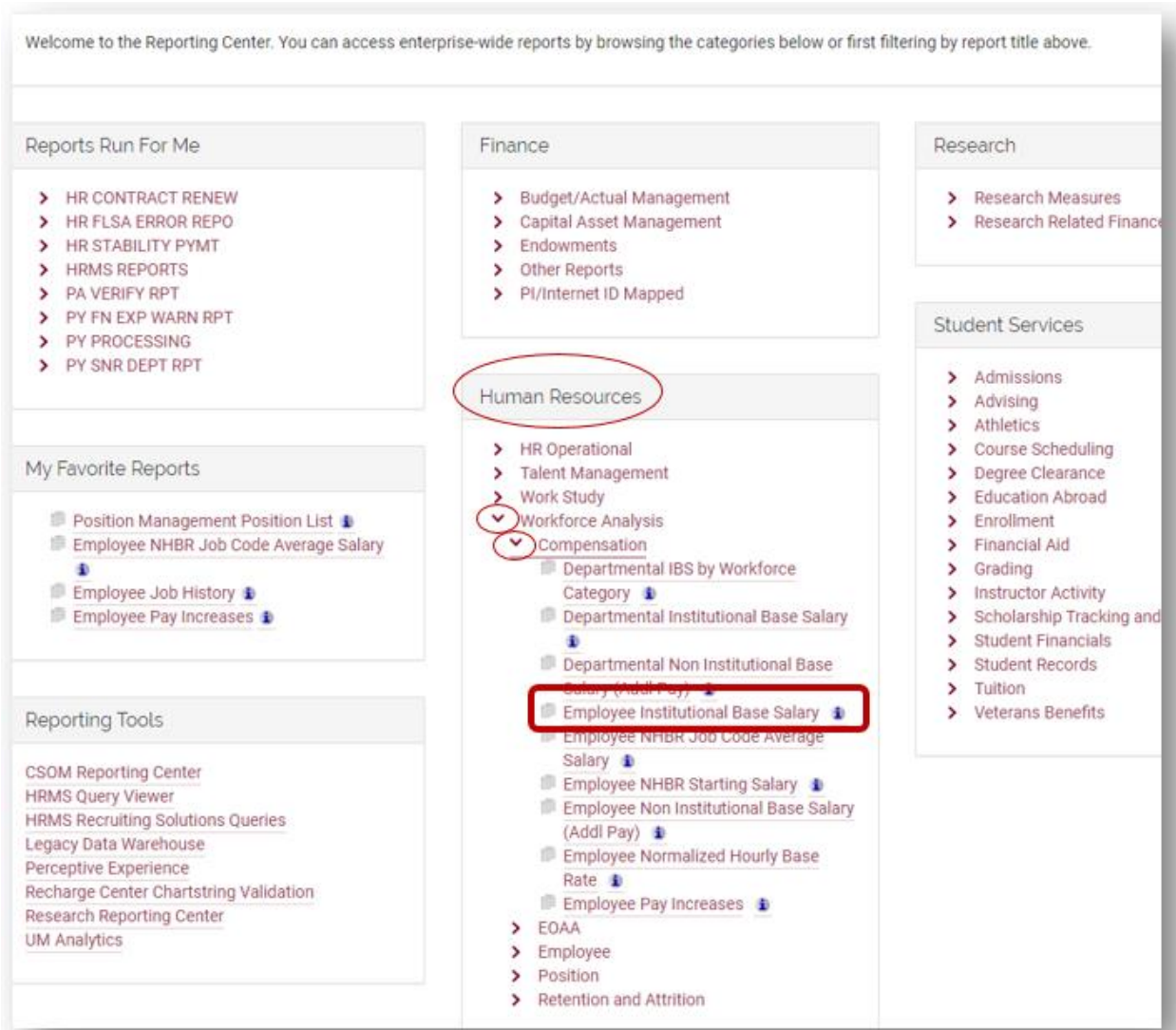




To find your Institutional Base Salary:

Go to MyU (<http://www.myu.umn.edu/>), then after signing in, click on “Key Links,” and select “Reporting Center” from the dropdown menu.

In the Reporting Center, find the “Employee Institutional Base Salary” report as follows:



Click on the report name to get to the screen where you can run the report. Then, click on the white box to the right of the “Emplid” label, enter your Employee ID there. Next, **change the date to 06/07/2020**. To run the report, click the “Apply” button.

After the report is generated, you will see your “Total Institutional Base Salary” listed on the report.

Consult the table on the OHR website at <https://z.umn.edu/furlough-table> to determine your furlough hours (Civil Service and Labor-Represented) or temporary pay reduction (Faculty and P&A).