Overview

In response to the economic impact of COVID-19, the University is taking sensible measures to balance the budget while minimizing the negative impact on employees as much as possible. Therefore, employees who are P&A/Faculty will see a percentage-based pay reduction spread equally across the pay reduction period. Starting July 1, P&A and Faculty will receive a corresponding bank of Pay Reduction Program hours which will be recorded by the employee using the absence request process. The number of hours an employee receives is based on their annual salary, with the scale starting at $60,000.

- Pay will be reduced over all pay dates through December 20, 2020.
- The use of Pay Reduction Program time will not reduce the employee’s pay.
- During Pay Reduction absences, employees are not allowed to perform any University work, including working remotely or checking University email.
- Pay Reduction Program absences must be taken in full by December 20, 2020. If they are not, they cannot be carried forward beyond this date.
- Pay Reduction Program time may be used in full-day absences or half-days (relative to individual FTE).
- Neither the pay reduction nor the use of Pay Reduction Program time will affect vacation accruals.
- A Pay Reduction absence taken directly before or after a holiday, will not reduce Holiday Pay.

Procedure

Employees will submit Pay Reduction absences according to the following steps:


2. In the Start Date field enter the start date of the absence.
3. Filter by Type field is not required.
Pay Reduction Program Absence Submission

4. From the Absence Name drop-down menu and select “Pay Reduction Program”.

5. In the End Date field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.

6. In the Partial Days field, indicate either a full-day or half-day absence:
   a. Leave the Partial Days field at “None” to reflect a full-day request.
   b. Enter the number of hours that represent a half-day for your FTE.

7. Do not type in the Duration field.

8. Click <Calculate Duration>.

9. Click <Submit> to send the absence request to your supervisor for approval.
   a. Only click <Save for Later> if you plan to complete and submit later. In that case you would return to edit your request later by clicking on the My Time page.

10. Click <Yes> to confirm submission.

11. Click <OK> to complete.

Viewing Pay Reduction Balance and History

Employees may view their Pay Reduction Program balance hours in MyU > My Time; (the balance will not appear on timesheets or pay statement).

Employees will also be able to view Pay Reduction Program absences taken in MyU > My Time > Absence Request History.
Additional Resources:

- Policy: [Systemwide Temporary Furlough and Pay Reduction Program](#)

- Note that the University has additional resources available to employees during the Pay Reduction Program. Communicate with your direct supervisor if you wish to learn more or access these resources.