

ADP & Furloughs for Monthly Paid Employees (Faculty and Staff)

We are happy to announce that we have found a resolution to some of the difficulty of recording furlough days in the on-line system for monthly paid employees.

As a result we are updating the furlough web pages to reflect these changes.

- Monthly paid employees (this includes staff and faculty) are not required to enter the furlough pay code and the time on the furlough day. Furlough pay codes and time will be entered by the Payroll department, taking into account approved exceptions, if not done by the employee. The hours reflected will be the standard VSU work hours. No action is needed if you have already entered the code and time on your time card.
- If you have not sent in your exception form for an alternate furlough day, please do so by October 9.

As always, thank you for your patience as we seek to find the easiest solutions to assist you with this new on-line process.