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OVERVIEW

This training guide is designed to provide instruction and system information for users at the indicated level: DEPARTMENT TIME ADMINISTRATOR (DTA) and EMPLOYEE.

The purpose of this Business Process Guide is to illustrate the PeopleSoft screens that ASU employees and DTAs will use to enter Furlough/Voluntary Pay Reduction Program time. Two new earning codes were created:

- **FLS**—Furlough/Pay Reduct Prg-SAL (Salaried employees, including Faculty)
- **FLH**—Furlough/Pay Reduct Prg-HRY (Hourly employees)

When recording an employee’s Furlough/Voluntary Pay Reduction Program day, do not use the following codes as these will not reduce the employee’s Furlough/Voluntary Pay Reduction Program leave balance:

- **UVS**—Unpaid Vacation - Salaried
- **USS**—Unpaid Sick - Salaried
- **ULS**—Unpaid Leave - Salaried
- **UVH**—Unpaid Vacation - Hourly
- **USH**—Unpaid Sick - Hourly
- **ULH**—Unpaid Leave - Hourly

Also illustrated is a copy of the employee’s check with the number of hours of Furlough/Voluntary Pay Reduction Program time taken and the remaining balance.

**Regardless of which program is chosen, in order to facilitate the reduction of furlough hours, all furlough time must be reported and approved in Time and Labor.**
Logging onto PeopleSoft using MYASU

Employees/DTAs will use their ASURITE ID and password to log onto MyASU (PeopleSoft) to enter Furlough/Voluntary Pay Reduction Program time. MyASU is found on the main ASU page (http://asu.edu).
Figure 1: MyASU Log-On Screen

- Enter your **ASURITE USER ID**
- **TAB** to the **Password** and enter your password
- Click on the **Login** button.
If you do not see a screen like the one below, click on “Faculty/Employee Info” to display this screen.

Once the **employee** logs in to **MyASU**, the following page appears:

![MyASU Home Page](image)

As an employee click on **Time and Leave Reporting**

Certain employees (like Faculty) will not see the “Time” tab. Those individuals should contact their DTA to enter their furlough time into the system.

Once the **DTA** logs in to **MyASU**, the following page appears:

![MyASU Home Page](image)

As a DTA click on **Time Management**

A pop-up box appears:

- Time Management
- Time Sheet
- Time Calendar
- Repeated Time
- Exceptions
- Manager Search Options
**Time Reporting - Report Time**

Furlough/Voluntary Pay Reduction Program time is reported and approved like other leave (sick and vacation) but using a different time reporting code. The hours taken and remaining balances are available on the employee’s paycheck each pay period.

**FURLOUGH/VOLUNTARY PAY REDUCTION PROGRAM for Salaried Employees**

Salaried Employees will use the Time Reporting Code (TRC) = FLS - Furlough/Pay Reduct Prg-SAL. Furlough/Voluntary Pay Reduction Program time must be approved by the Data Time Administrator (DTA). The time reporting code “FLS” is used to track furlough time taken and will reduce gross salary.

![Image showing Time Reporting process](image)

Once payroll has been processed, the hours taken during the pay period will appear on the paycheck: Under **Earnings > FRL/PR-SAL**. These hours will appear as though they are being paid; however, the amount is not part of actual gross wages.

And **Leave Balances > FRL/PayRed**: (The employee needs to take 88 more hours of Furlough/Voluntary Pay Reduction Program time)
FURLough/VOLuntary PAY REDUCTION PROGRAM HOURS for Hourly employees

Hourly Employees will use the Time Reporting Code (TRC) = FLH – Furlough/Pay Reduct Prg-HRY
Furlough/Voluntary Pay Reduction Program time must be approved by the Data Time Administrator (DTA). The time reporting code “FLH” is only to track furlough time taken and does not reduce from salary.

NOTE: Total regular hours and recorded furlough hours for the week must not exceed standard hours.

Once payroll is processed, the hours taken will appear on the paycheck:
Under Earnings – FRL/PR-HRY. These hours will appear as though they are being paid; however, the amount is not part of actual gross wages.

And Leave Balances > FRL/PayRed: (The employee needs to take 76 more hours of Furlough/Voluntary Pay Reduction Program time)
Adjustments to Furlough/Voluntary Pay Reduction Program Time

Submit all adjustments to Furlough/Voluntary Pay Reduction Program time to your payroll representative using the Payroll Correction Form.