

Employee:

- **If taking Furlough:** identify 2 or 3 schedule options to accommodate furlough days (such as every other Monday starting February 2)
- Present the options to your supervisor who will need to balance your preferences with those of others in the department.
- Consider converting already-approved vacation time to furlough days.
- If opting for the Voluntary Pay Reduction, skip the next step.

Supervisor:

- Request preferred schedules from employees.
- To ensure adequate staffing, use a 6-month calendar to account for coverage, particularly during high-volume work days.

Employee:

- For both Furlough and Voluntary Pay Reduction Programs, enter the time into PeopleSoft:
 - Access **MyASU** (log in with your ASURITE)
 - From the MyASU Home page, click on **Time and Leave Reporting** under Human Resources Info
 - Click on **Timesheet**
 - Enter furlough time as you would vacation or sick time. **Be sure to use the Furlough codes** or the time will not be deducted from your furlough balance.
- Verify your Furlough Balance through **MyASU**.

For more detail on this process and the Furlough Program, visit www.asu.edu/hr/furlough

Time Administrators:

- Access and review furlough time requested through Manager Self Service – the same process you follow to review and approve sick and vacation leave requests.