

Checklist for Furlough and Reduced Salary

Read the FAQ: [FAQ for Furloughed Employees](#)

Contact the Unemployment Office: See the unemployment section of the FAQ on the [COVID-19 webpage](#). Be sure to view the [video for how to apply for unemployment](#).

Mail benefit premiums to Witt: See [Instructions for Furlough](#) or [Instructions for Reduced Salary/Schedule](#) and complete the [Benefit Premiums Form](#) and submit to HR

Voicemail & Email: Create out of office messages for both voice mail and email. For assistance, contact University Solutions at 937-525-3801.

- Sample Message: I will be out of the office starting (Starting Date) with an expected return date of (Return Date). During my absence, please contact (Contacts Name) at (Contacts Email Address). Otherwise I will respond to your emails as soon as possible upon my return. Thank you for your message.

Contact vendors/other stakeholders: Notify vendors or other stakeholders of absence and provide alternate contact during absence.

Notify bank: Determine if furlough or reduced salary affects banking such as automatic payments. If so, contact bank to temporarily suspend automatic payments.

Timecard approvals: For those approving student or employee timecards set up an alternate approval person.

Finalize time/leave cards:

- **Furloughed exempt/salaried staff:** Ensure that January through April time cards are complete and submitted so that accurate accruals can be made.
- **Furloughed non-exempt/hourly paid staff:** Ensure that the timecard for period ending 4/26 is complete, signed, and submitted no later than Sunday 4/26.
- **Reduced schedule non-exempt/hourly staff:** Continue to submit your time cards reporting your actual reduced schedule hours only. Remember, you cannot supplement reduced schedule hours with paid time off such as personal or vacation time.
 - Reminder: Time card input should be completed each day, not in advance and not in arrears.
 - Reminder: Only actual hours worked should be recorded as time in and time out, not your scheduled time, but the actual time you worked rounded to the nearest quarter hour.

Work instructions: Inform Supervisors of where work instructions are located. Ensure supervisors have access to all appropriate accounts. **Do not** share personal Witt or Colleague/Datatel/Elucian/Informer/Slate/Sales Force passwords.

MS Outlook or Office: Microsoft Outlook, Word, Excel, PowerPoint can be downloaded to your personal computer for free by going to <https://outlook.live.com/owa/>

Purchasing Card: Notify supervisor of pending and recurring charges to your purchasing card. Have someone reconcile it during absence.

Mailing lists: For owners of mailings lists that need updated during absences, contact University Solutions at 937-525-3801 for assistance.

Turn off University computer: University Solutions is asking University computers be turned OFF during the furlough or reduced schedule absences.

Cancel webinars/on-line trainings: Cancel work-related webinars or on-line trainings that are scheduled, attending those would be considered worktime.

Remove food or other perishable items: Contact your supervisor to have food or other perishable items removed during your absence.

Provide supervisor & HR with a non-Wittenberg email: Notify supervisor and HR at hure-mail@wittenberg.edu of personal contact email. For those without an alternate email address please create one ([Gmail](#) or [Outlook](#) are examples). Send it to supervisor(s) and hure-mail@wittenberg.edu.