

## Impact of Furlough on Monthly Paycheck (Table B Positions)

**For unclassified staff who will have their salary decreased as FTO (furlough time off) is taken, check to see what paycheck will be affected when you take furlough time off.**

If furlough time off is taken in and reported on the furlough time sheet for:	Cooperative Extension mandatory furlough days for Fiscal Year 2009/2010:	Cooperative Extension mandatory furlough days for Fiscal Year 2010/2011:	FTO will appear on the paycheck payable:
July			September 1 <sup>st</sup>
August			October 1 <sup>st</sup>
September			November 1 <sup>st</sup>
October			December 1 <sup>st</sup>
November	Friday, November 27, 2009	Friday, November 26, 2010	January 1 <sup>st</sup>
December			February 1 <sup>st</sup>
January	Monday, January 4, 2010	Monday, January 3, 2011	March 1 <sup>st</sup>
February			April 1 <sup>st</sup>
March	Monday, March 22, 2010	Monday, March 21, 2011	May 1 <sup>st</sup>
April			June 1 <sup>st</sup>
May	Monday, May 24, 2010	Monday, May 23, 2011	July 1 <sup>st</sup>
June (June FTO will need to appear on the July 1 <sup>st</sup> paycheck in order to credit the correct fiscal year. Details of how June's reporting will be accomplished are currently being developed.)			July 1 <sup>st</sup>

NOTE: It is very important to submit your leave slips in a timely manner. If your leave slip is submitted after the cutoff date for the month, your "floating" furlough time off date will not be entered into the payroll system in time for the listed payable date above. Your "fixed" furlough time will be automatically charged to the months listed above, since they are being loaded into the payroll system in advance of the furlough date. If you are not scheduled to work on a "fixed" furlough day, your supervisor needs to email the UWEX payroll office before the end of the month prior to the fixed furlough day, so that the payroll system can be adjusted prior to your check being cut. You will then need to take furlough time off on a different day.