

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: July 23, 2020

LEAVE ACCOUNTING LETTER #20-010

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: 2020 FURLOUGH PROGRAM

In response to the California Department of Human Resources' (CalHR) HR Manual update regarding the Furlough Program, Section 1711, for Bargaining Units 5, 9, 12, 13, and 19, the California Leave Accounting System (CLAS) is updated to comply with this mandated leave program. The CLAS system will use the Furlough Hours (FH) benefit to track furlough time for employees on CLAS in the bargaining units above.

FURLOUGH HOURS LEAVE BENEFIT CHARACTERISTICS

Full Benefit Name:	Furlough Hours
Abbreviated Name:	Furlough
Leave Benefit ID:	FH
Benefit Type:	Earned Benefit
Rate of Measure:	Hours
Hours Available:	Same month as earned
Valid Transactions:	Use – 01 Use in lieu of Sick Leave – 04 Use in lieu of Family SL – 71 Earn – 05 Begin Balance – 24 Lump Sum – 37
PLP/FTP Earnings IDs:	FH01, FH04, FH05, FH24, FH71

AUTOMATED POSTING

The State Controller's Office (SCO) will post Furlough Hours – Earn (FH 05) transactions based on an employee's payment history. The mass update will occur on the day following the last green cycle day each month. The initial posting in CLAS for the July pay period will occur on July 30th with transactions being posted to the July leave period. This mass update will:

- Include full-time and part-time (negative pay) employees in Roll Codes 1 and 2, who receive standard or non-standard warrants.
- Include Regular pay (Payment Type 0), which contains one of the Furlough Hours Pay Differential Earnings IDs (8FH1 or 8FH2). NOTE: 8FH1 is related to employees receiving 2 days of furlough; and 8FH2 is related to rank-and-file employees who receive 1 day of furlough.
- Post Furlough Hours – Earn (FH 05) transactions to the current leave period, beginning with the July 2020 leave period.

- Post 16 Furlough Hours to rank-and-file full-time employees in bargaining units 9, 12, 13, and 19.
- Post 9 Furlough Hours to rank-and-file full-time employees in bargaining unit 5.
- Post prorated Furlough Hours for part-time employees, or employees with non-standard warrants based on the sum of the employee's Regular pay (Payment Type 0), which had Furlough Hours deducted with an Earnings ID of 8FH1 or 8FH2, and based on the rates in their 2020 Memorandum of Understanding or Side Letter.
- Calculate based on Regular pay only, since other types of pay, such as Overtime and Disability pay, are not subject to Furlough. Regular pay that does not have the Furlough Earnings ID will not be counted towards the Furlough Hours earned.

MANUAL POSTING

Because the furlough hours may be used during the same month they are assigned, it would cause a delay on the part of the departments if the SCO were to include positive pay employees in the mass update process. For these employees, as well as any employees paid retroactively or separating, departments will need to manually post the Furlough Hours. For instructions on determining the amounts for these employees, refer to the accrual charts in the Forms section of CalHR's Human Resources Manual, Section 1711 – Furlough Program.

Key via the Payroll Input Process (PIP)

- At the same time the Regular Hours are recorded on the Time and Attendance Report (Form 672) for the previous pay period, record the Furlough Hours - Earn (FH05) and/or Use (FH 01) Earnings IDs on the 672; then key the data via the PIP system using the Time and Attendance screen.
- The CLAS error messages (MSG) should be checked the following day, and if the FH05 or FH01 Earnings IDs reject, the B50 – Leave Benefit Transaction Entry screen in the CLAS may be used to key the Furlough Hours Earn/Use transactions.
- The Earn amount should be the same as the Furlough Hours - Use amount, which should already be recorded on the employee's timesheet, provided the employee did not work on the designated furlough day.

Employees with multiple positions (i.e., part-time and intermittent) cannot be tracked on CLAS and must be tracked manually.

STATE SERVICE

Since State Service is not affected by the Furlough Program, the furlough hours used should not be counted towards a non-qualifying leave period. Additional information may be found in the Personnel Management Liaison (PML) Memo # 2009-010, referenced in the PML section of the HR Manual Section 1711 – Furlough Program, at the following link: [HR Manual Section 1711](#).

Retroactive corrections to an employee's pay may require the voiding and reposting of State Service and/or Furlough Hours Earn transactions. This applies when:

- The amount of pay changes the amount of furlough time that is earned.
- The Monthly Accrual Cycle and/or Furlough Hours mass update process has already completed and the employee's leave period has changed from non-qualifying to qualifying or vice versa.

INTERMITTENT AND ACTUAL TIME WORKED HOURS

Per the HR Manual, furlough hours used “shall not count towards their 1,500 hours and 189 days of work.” Therefore, departments will need to post a Work Adjust (91) transaction to the Days Limit – ATW (DL) and Maximum Hours Worked (MX) benefits for the amount of hours used in the month.

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, Agencies can contact the Statewide Tax Support Program (STSP) – PPSDtaxsupsect@sco.ca.gov, Statewide Customer Contact Center (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.gov, or Escalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov.

JEB:JB:CLAS