
Guide: How to Furlough an employee within Workforce Ready

Furloughing employees may affect their benefits eligibility. If you are furloughing employees who are not currently eligible for benefits, or who will no longer be eligible for benefits going forward, please use the steps below to ensure these employees have the correct status in the system.

To keep furloughed employees benefits-eligible, either leave them in an active status or contact support to review your options.

To furlough non-benefits-eligible employees:

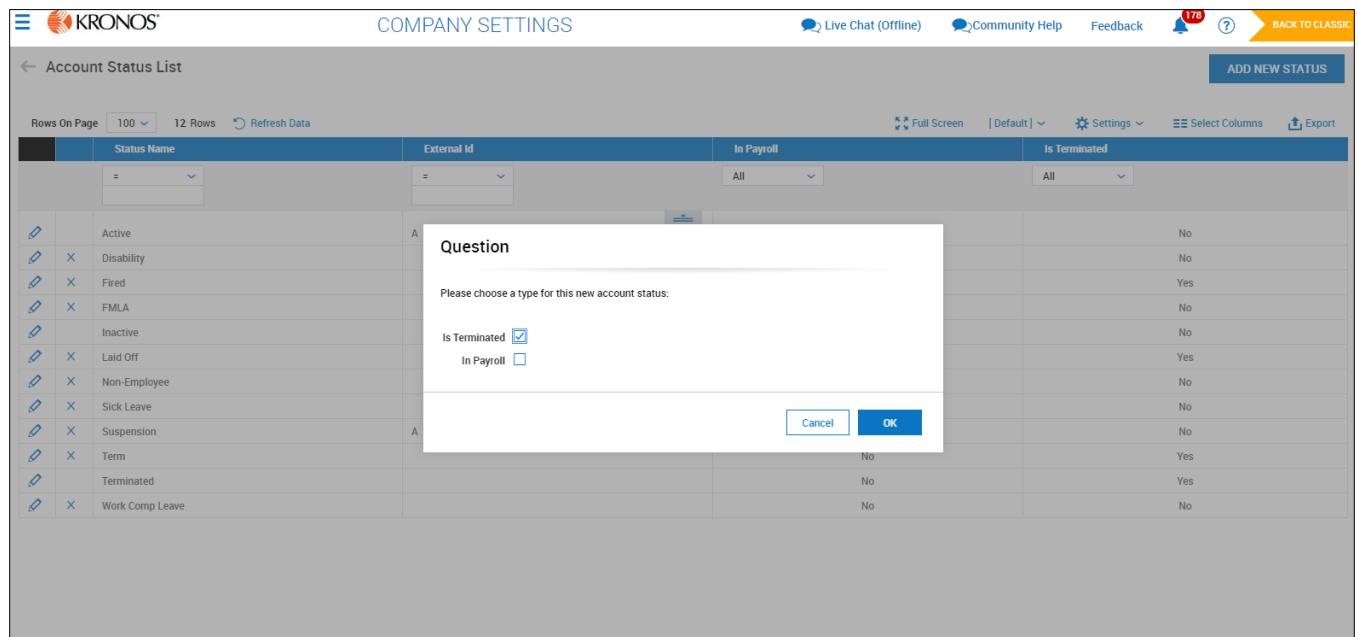
For non-benefits eligible employees who have been furloughed and will not receive pay during this time, the following steps can be completed by a Workforce Ready Company Administrator.

You may utilize the existing "Terminated" status in the Workforce Ready system or create a new status for easier reporting. If creating a new status, check "Is Terminated" and leave "In Payroll" unchecked. Assign this status to the impacted non-benefits eligible employee, this may be completed by import, or manually on the employee record.

It is important to note that the above solution may impact the length of service calculations upon re-hire.

To create a new account status

1. Company Settings > Global Setup > Global List Definitions > Account Status Definitions.
2. Click on Add New Status.



COMPANY SETTINGS

Account Status List

Rows On Page: 100 | 12 Rows | Refresh Data

Full Screen | [Default] | Settings | Select Columns | Export

Status Name	External Id	In Payroll	Is Terminated
Active	A	All	No
Disability			No
Fired			Yes
FMLA			No
Inactive			No
Laid Off			Yes
Non-Employee			No
Sick Leave			No
Suspension	A		No
Term		No	Yes
Terminated		No	Yes
Work Comp Leave		No	No

Question

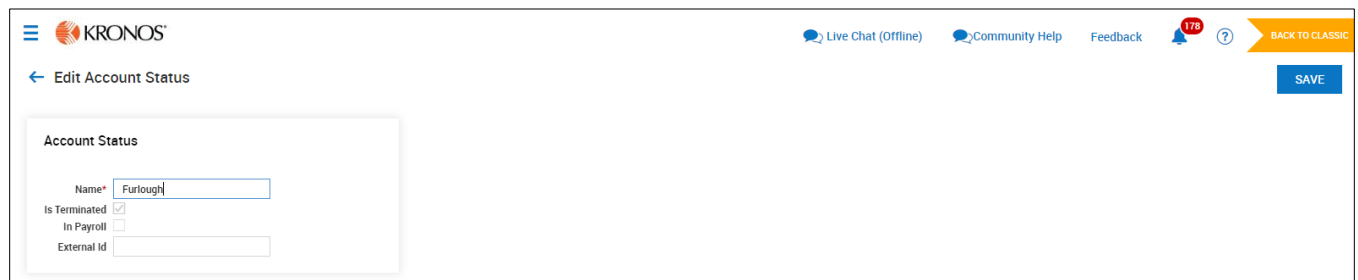
Please choose a type for this new account status:

Is Terminated

In Payroll

Cancel OK

3. Select whether this status will indicate a terminated status or a payable payroll status. If neither of these options applies, click OK to move on.
4. Fill in Name of Account Status.



Edit Account Status

SAVE

Account Status

Name*

Is Terminated

In Payroll

External Id

5. The External ID field allows you to attach a number or code associated with this status.
6. Click the Save button.
7. Once you complete the above steps you will need to assign this status to the employees

To further assistance?

Call us at 1.800.870.8463 or open a ticket here: www.atrsystems.com/eticket/

