Coronavirus Job Retention Scheme (CJRS or ‘furlough’): CoreHR system steps

This document provides step-by-step instructions on the actions departments need to take to record details of staff who have been put on furlough.

Note: You MUST read Guidance for Managers on the Coronavirus Job Retention Scheme before completing any JRS/furlough appointment changes in CoreHR.

A. Scenarios that must be recorded in CoreHR

1. The start and end of each period of furlough must be recorded as an appointment change in CoreHR following the steps outlined in section 2.

2. If a period of furlough is cancelled after the start date has been entered into CoreHR, either because it never started, or the duration was less than 21 calendar days, it must then be recorded as cancelled in CoreHR.

3. Casual workers and variable hours workers can be furloughed for the period for which you had committed to give them work. These furlough periods must be recorded in CoreHR following the steps in this document.

4. A member of staff with two or more appointments can only be furloughed if they will not conduct any work under any appointments i.e. they must be furloughed from both/all. Where the member of staff has an appointment in other department(s), all departments must agree to the period of furlough and update their respective appointments on CoreHR.

Refer to the table in appendix A for guidance on effective dates and which Action and Reason Codes to use when recording furlough scenarios in CoreHR.

B. Users of the HRIS Data Service

If your department uses the HRIS Data Service, please use the Change Request Form to request individual furlough-related changes. If you have multiple changes to be made in the same payroll period, you can use the Furlough Details spreadsheet, available on the Data Service SharePoint site.

C. Amending the appointment – system steps

Navigate to: Personnel > Maintenance > Personal Profile

1. Search for the employee record and go to Select Detail box > Appointment Details. The Appointment Details window opens.

If relevant, click into the Appointment ID to ensure the correct appointment is highlighted (where an employee has multiple appointments they must be furloughed from all of their appointments with the University).

Note: For Fixed Term appointments, click View Appointment and make a note of the current Target End Date.
Coronavirus Job Retention Scheme (CJRS or ‘furlough’): CoreHR system steps

2. Click the Amend Appointment button. The Amend Appointment Details window opens:

3. Enter the appointment change details as relevant:

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date *</td>
<td>Enter the date that the change will take place (see appendix A for guidance).</td>
</tr>
<tr>
<td>Target End Date</td>
<td>For fixed term posts, reapply the current target end date (noted previously). Do NOT record the expected end date of the furlough in this field.</td>
</tr>
<tr>
<td>Action *</td>
<td>Always select Furlough</td>
</tr>
<tr>
<td>Reason Code *</td>
<td>Enter the relevant reason code (see appendix A)</td>
</tr>
<tr>
<td>Comments *</td>
<td>Delete previous comments. For GDPR reasons, do not record the reason for the furlough.</td>
</tr>
</tbody>
</table>

**Do not alter hours/FTE.** These should remain as-is to ensure the employee continues to receive full pay.

4. Click OK. The Amend Appointment Details window closes.

5. A message confirms that changes have been made. Click OK.

6. Exit all windows back to the Personnel main screen.

A letter to confirm the change should be sent to the individual. Template letters are available on the HR Support website.

Casual/variable hours payments: Guidance on how to complete claim forms for payment of furloughed casual workers and variable hours employees will be provided to departments as soon as possible.
## Appendix A: Guidance on data entry

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Notes</th>
<th>Effective date</th>
<th>Action</th>
<th>Reason Code (select appropriate option)*</th>
</tr>
</thead>
</table>
| **Period of furlough starts**   | An employee may have several separate periods of furlough. Each one should be recorded as a separate episode in CoreHR.                                                                                       | The first day of this period of furlough. Expected to be no earlier than 17 March (speak to your HR contact if special circumstances meant the staff member stopped working prior to 17 March). If the member of staff has multiple appointments, the effective date must match across all appointments. | Furlough        | FURLOUGH START – REMOTE WORK NOT POSSIBLE  
FURLOUGH START – REDUCED TEAM WORKLOAD  
FURLOUGH START – CARING RESPONSIBILITY |
| **Period of furlough ends**     | If the total period of furlough is less than 21 calendar days, it does not need to be recorded in CoreHR.                                                                                                    | The date on which the employee returns to work. If the member of staff has multiple appointments, the end date must match across all appointments.                                                           | Furlough        | FURLough END - REMOTE WORK NOT POSSIBLE  
FURLough END - REDUCED TEAM WORKLOAD  
Furlough END - CARING RESPONSIBILITIES |
| **Period of furlough cancelled**| If the member of staff has multiple appointments, the end dates must match across all appointments.                                                                                                       | If the member of staff has multiple appointments, the effective date of the cancellation must match across all appointments.                                                                               | Furlough        | Furlough CANCELLED - REMOTE WORK NOT POSS  
Furlough CANCELLED - REDUCED TEAM WORKLOAD  
Furlough CANCELLED - CARING RESPONSIBILITY |

* In all cases, select the Reason Code that matches the original reason for furloughing. This consistent approach assists with efficient reporting.