

Date: September 25, 2009

To: Staff and Academic Employees affected by the Furlough/Salary Reduction Plan

From: Charlotte Moreno, AVC Staff Human Resources
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Subject: Upcoming Paychecks

You will soon be receiving your October paycheck. That check is for September earnings and is the first paycheck you will receive that is affected by the Furlough/Salary Reduction Plan (Plan). We would like to provide some information that will help you to more clearly understand what you will see on your paycheck.

A tiered approach (salary bands) is used to administer the Furlough/Salary Reduction Plan. Employees with higher annual salaries will see their pay reduced by a correspondingly higher percentage. Charts that layout the Plan salary bands and other Plan information are available on the newly developed campus web site on the [Furlough/Salary Reduction Plan for Staff and Academic Employees](#).

For the purpose of this Plan, your annual salary used to assign a salary band is your Medical Contribution Base (MCB) salary. Your MCB is the salary that is used to determine your medical contributions annually. The salary band establishes your percent salary reduction and the corresponding number of furlough days.

Your highest full-time salary rate, plus any stipend, on January 1, 2009 (or your hire date, if you were hired after January 1, 2009) will determine your MCB for the full length of the Plan. The amount of the MCB will not be adjusted due to salary changes but will remain constant throughout the 12 months of the Plan. The MCB calculation does not include other forms of pay such as overtime pay, shift differential, perquisites or bonus pay.

The amount of your salary reduction will be noted on your Earnings Statement under the Gross Earnings for each eligible distribution. It will be noted as "SAL RED". You will be able to view your Earnings Statement on the "At Your Service" web site starting September 28, 2009.

For staff employees who use the Cruz Pay system, it will be updated to accommodate furlough usage by October 1st for tracking of your September time. For academic employees who report vacation and/or sick leave usage, your September time record will include instructions for reporting furlough usage.

For pay related questions, please contact your [SHR Service Operations Specialist](#) or your [Divisional Academic Payroll Preparer](#).