

WORKDAY FACULTY FURLOUGH PROCESS

Part Time Lecturers – Adjunct Faculty

At the end of each semester (fall, spring, summer) all faculty with part-time instructional job codes (including 066002 - Part-Time Lecturer and 066009 - Adjunct Lecturer) should be reviewed to ensure Workday furlough status is completed timely and benefits continuation is correctly set up.

For Workday active faculty in the above job codes who are not working in any given semester (fall, spring, summer), these faculty are to be placed on Workday furlough effective the first day of the start of the next semester. This is particularly important for faculty who are benefits eligible in any given semester.

The two types of faculty furloughs are:

- **Furlough (with no benefits)** – Furlough start date January 1, May 16, August 16

This furlough is appropriate for faculty who are not benefits eligible in the semester they are working and will not be working the following semester. This furlough automatically cancels faculty benefits and issues the legally required COBRA notice.

- **Furlough (with benefits)** – Furlough start date January 1, May 16, August 16

For faculty who have benefits during the current semester, this furlough allows benefits to continue and bridge the subsequent semester. **BUT** faculty not receiving pay during the summer will need to set up direct cash pay with the USC Benefits Office to cover their portion of the premiums.

This furlough type is mostly applicable to part-time instructional faculty who work in the 9-month academic year and are benefits eligible, and wish to continue their benefits for the three summer months by self-paying their portion.

If such faculty will not be working in the upcoming fall semester, in early August, the furlough status needs to be changed to Furlough (with no benefits).

There are several negative impacts if faculty who work semester to semester are not put on the appropriate furlough type.

- If benefits are not ended by the appropriate date, the faculty member may continue to use benefits without paying the premium.
- The COBRA notice to the faculty is not triggered in Workday and the university is out of compliance.
- The potential financial impact to the faculty is retroactive repayment of premiums or COBRA payments.