

Dear University of Maryland Community,

As you know, President Mote held a Town Hall meeting last Tuesday to discuss the University's budget situation. The meeting provided a forum for some very thoughtful questions, as well as constructive suggestions to assist all of us as we proceed through this difficult budget situation. As a result of your suggestions, I am pleased to provide you with a secure tool which will detail your own individual furlough information. Please recall that the FY 2010 Furlough Plan (FP) included a provision that furlough days will be recovered by the campus through a temporary salary reduction. Faculty and Staff included in the FP will have their total salary reduction amount deducted from their pay checks in 17 equal installments beginning with the pay check issued October 16, 2009 (pay period 8) and ending with the pay check issued on May 28, 2010 (pay period 24).

To assist you in determining your own Salary Reduction Amount, we have developed an on-line display of your Furlough Information through the University's ARES web page. To access your furlough details:

1. Access "ARES" at <http://ares.umd.edu/home/>
2. Click "Payroll and Human Resources"
3. Click "View/Print Bi-weekly Earnings Statement"
4. Enter your University ID (UID) and password
5. Click "Login"
6. Click "Continue"

This will take you to the "Online Earnings Statement-Select Pay Period" page. Here you will see your "FY 2010 - Furlough/Salary Reduction Information". Included is your "Total Number of Admin Lv-Furlough Days", your "Total Salary Reduction Amount", and your "Current Bi-Weekly Salary Reduction Amount".

If you are excluded from the Furlough Plan, you will see a message that states "You are not eligible for the FY 2010 furlough at this time". Those employees with 100% Contract and Grant funding are excluded, however, should your funding change to partial grant funding after 9/15/2009, and you become furlough eligible, your FY 2010 Furlough Information will then display on this page.

Again, thank you for all of your thoughtful suggestions and if you have questions concerning your furlough information, please contact the PHR Service Center at 301.405.7575 or PHRSERV@umd.edu.

Sincerely,

Ann G. Wylie
Vice President for Administrative Affairs