

Created on: September 3, 2009  
Last Modified on:

**SR82742**

**New DOS Code for the Furlough Exchange Program (FEP)**

**Objective:**

The objective of this service request is to add a PPS DOS Code to the base table.

**Project Type:**

This is an update to the Description of Service Table, table #10.

**Requested by:**

Payroll Coordination

**Analyst(s):**

Shaun Ruiz, Payroll Coordination

**Due Date(s):**

Date Mandated: To be released to locations by September 14th, 2009.

**Background:**

The Furlough Exchange Program allows academic employees who are subject to the furlough program to devote extra effort to extramurally funded projects in exchange for the furlough time they would be accruing. Appointees may charge an equivalent amount of effort to extramural funding , provided this is permissible with the granting agency and the terms of the extramural award as determined in consultation with the campus Sponsored Projects Office (SPA). All charges must remain in compliance with Office of Management and Budget (OMB) Circular A-21. Restricted gifts and endowments that can be used for research support may be used to support this increased effort.

**Current Process:**

None.

**Proposed Process:**

Create one DOS codes to be used with the Furlough Exchange Program (FEP).

PPS DOS codes:

**Add**

| <b>PPS DOS</b> | <b>Description of Code</b> | <b>Action</b> | <b>Location</b> | <b>Description of Action</b> |
|----------------|----------------------------|---------------|-----------------|------------------------------|
| FEP            | Furlough Exchange Program  | Add           | All             | See Attached UPAY            |

