

# Furlough Payroll Instructions

## Exempt

6/12/2020

As you are aware, the Board of Trustees approved a mandatory 12 day unpaid furlough at the June 8, 2020 board meeting. The furlough was deemed necessary to offset the loss of state funding in both fiscal years 2020 and 2021. The College has been accepted into the Shared Work Program through the Missouri Division of Employment Security. (See <https://labor.mo.gov/shared-work> for more information.) Instructions on how to report your furlough days and claim Missouri and Federal unemployment benefits are listed below.

### Make sure you understand the criteria listed on page 3 of this document.

#### Key Points to Note:

- Employees receiving **sick pay** for any days during a week are not eligible for benefits
- Employee must physically work between 24-32 hours a week to be eligible for Shared Work benefits
- Employee can use vacation, personal or holiday pay but total hours paid cannot exceed 32 hours

#### 1. Actions to be taken by employees

Employees will have to log into or establish an account with the Missouri Department of Employment Security. Please see instructions on page 4 of this document. Once an account is set up, you can select how you want to receive payments and you can indicate if you want federal taxes withheld. If at some point you are ineligible for the Shared Work Program, (See page 3 of this document) you may be able use this account to apply for regular unemployment.

**Warning: please review the fee schedule associated with the debit card option carefully**

#### 2. Reporting Shared Work hours to Missouri Department of Employment Security (MODES)

The Payroll department will use leave forms to report Shared Work hours to MODES weekly. If you qualify for the Shared Work Program you do not need to file a weekly claim. The ECC Payroll department will submit your hours worked for the weeks you take furlough time. If you have circumstances that exclude you from the Shared Work Program for a week (See criteria listed on page 3 of this document.) you may want to contact HR or MODES to see if you are eligible for benefits under regular unemployment. Claims for regular unemployment will need to be filed by the employee.

#### 3. Tracking

Furlough days will be tracked through the current leave system using the leave code FUR. Each full-time, exempt employee will be given 96 hours of furlough time (12 days) that must be used prior to June 30, 2021. Employees will be able to track their furlough days along with their sick, vacation and personal time in eCentral.

#### 4. Leave Forms

Exempt employees will complete the standard leave sheet to report their furlough days. Use code FUR. Because exempt employees are paid current, it is critical that the leave forms for both weeks of the pay period are in the payroll office by noon, the Monday of each pay week. If the leave sheet is not turned in on time the furlough time will not be deducted from the paycheck that week. Because Exempt employees are paid "current", June 19<sup>th</sup> is the last paycheck for FY20. **If you want to take furlough days before June 30<sup>th</sup>, you must turn in your furlough leave sheet by noon Monday June 15<sup>th</sup>.**

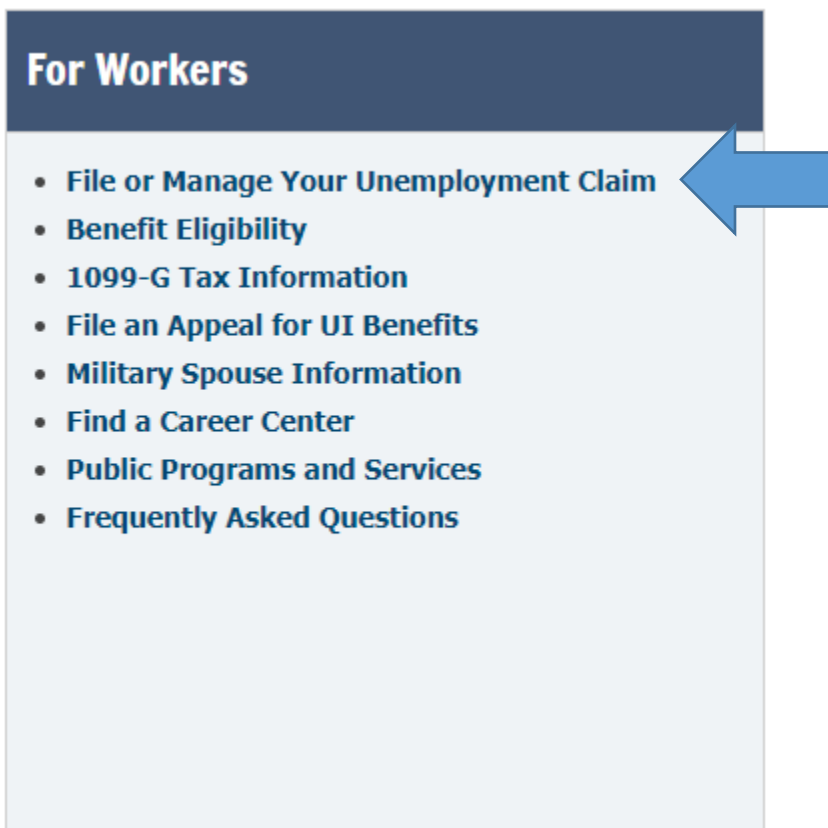
The maximum number of furlough days an exempt employee can take before June 30<sup>th</sup> is 10. This will result in a zero paycheck with any deductions being taken out in a future pay period.

5. **Benefit Coverage**

The Shared Work Program mandates that employers continue to provide benefits for participating employees. If you anticipate that your scheduled deductions for any pay period will exceed your net pay, please contact Carol Bailie. The College is committed to helping employees work through these circumstances.

## Establishing Account Information

1. Go to <https://labor.mo.gov/DES>
2. Select: *File or Manage Your Unemployment Claim*



3. Create an account if you do not have one by clicking on link, marked below:



4. Once you have created an account, you can log on with your user ID and password

UINTERACT MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

MISSOURI'S ONLINE UNEMPLOYMENT SYSTEM

name ANNETTE MOORE

Skip menu | Home | Log out

Unemployment Claim | Weekly Request for Payment | Update Address | Benefit Maintenance | Overpayments | Make Payment | Payment Plan | Inquiry | Correspondences | Password | File Appeal | Reemployment Services | View & Print 1099 | Pages of Interest | User Feedback Survey

We do not have a record of an unemployment claim being filed, please click [button] to file an initial unemployment claim.

WEL-10000

- ▶ Unemployment Claim
- ▶ Weekly Request for Payment
- ▶ Update Address
- ▶ Benefit Maintenance
- ▶ Overpayments
- ▶ Make Payment
- ▶ Payment Plan
- ▶ Inquiry
- ▶ Correspondences
- ▶ Password
- ▶ File Appeal
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5. To indicate how you want to receive your benefits select the Benefit Maintenance tab.

Please note: Fellow employees who have helped family members navigate this process, have indicated that the Missouri Access Mastercard Debit Card option has fees associated with it and in some cases, the payments have been delayed.

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CFM-004

### Update Payment Information

\* Required Information

1. Claimant SSN [Redacted]
2. Date of Birth [Redacted]
3. First Name [Redacted]
4. Middle Initial [Redacted]
5. Last Name [Redacted]
6. \* Would you like to have Federal Income Taxes withheld from your unemployment benefits?  Yes  No
7. \* Select your preferred method of receiving benefit payments  Direct Deposit  Missouri Access Mastercard Debit Card

If you selected Direct Deposit, enter the following information:

- a. Account Type [Dropdown: -Select- ?]
- b. Bank Account Number [Text: ?]
- c. Confirm Bank Account Number [Text: ?]
- d. Bank Routing Number [Text: ?]
- e. Confirm Bank Routing Number [Text: ?]
- f. Customer Name on Account [Text: ?]

You have choices when receiving your unemployment benefit payments. You may choose to receive payments on a Missouri Access Debit card or direct deposited to your bank account. You are asked for your preference when you file your claim. You may change the method for receiving payments at any time during the claim year. Fees associated with the Missouri Access Debit Card are as follows:

Missouri Access			
You may choose to receive payments through direct deposit to your bank account or on a Missouri Access debit card. Please let us know which you prefer.			
Monthly Fee	Per purchase	ATM withdrawal <sup>1,2</sup>	Cash Reload
\$0.00	\$0.00	\$2.00 in-network \$2.00 out-of-network	\$0.00
ATM balance inquiry (in-network or out-of-network)		\$1.00	
Customer service (automated or live agent)		\$3.00 or \$0.50 <sup>2</sup> per call	
Inactivity		\$2.95 per month	
We charge 3 other types of fees. Here are some of them:			
Cash Advance Fee		\$5.00	
Electronic (ACH) Funds Transfer From Card to Bank Account		\$2.50	
<sup>1</sup> A surcharge fee from the ATM owner may apply. Central Bancompany and MoneyPass ATMs are surcharge free.			
<sup>2</sup> One free per calendar week (Sunday 12:00am - Saturday 11:59pm CST).			
<b>No overdraft/credit feature</b>			
Your funds are eligible for FDIC insurance			
For general information about prepaid accounts, visit <a href="http://cfpb.gov/prepaid">cfpb.gov/prepaid</a> .			
Find details and conditions for all fees and services in the cardholder Terms and Conditions.			
This card is issued by The Central Trust Bank. The card holder agreement can be viewed at <a href="http://centralbank.net/mo-access-term">centralbank.net/mo-access-term</a>			

#### List of All Fees for Missouri Access Prepaid Card

All Fees	Amount	Details
<b>Get Started</b>		
Card purchase fee	\$0.00	
<b>Monthly usage</b>		

<b>Monthly usage</b>		
Monthly fee	\$0.00	
<b>Add money</b>		
Direct deposit	\$0.00	
Electronic (ACH) Funds Transfer from Card to Bank Account	\$2.50	Per ACH transfer
<b>Spend money</b>		
Cash Advance	\$5.00	Per cash advance
Purchase POS (PIN and Signature)	\$0.00	
<b>Get cash</b>		
ATM withdrawal	\$2.00	One free withdrawal per calendar week (Sunday 12:00am - Saturday 11:59pm CST). A surcharge fee from the ATM owner may apply. Central Bancompany and MoneyPass ATMs are surcharge free.
<b>Information</b>		
Customer service (automated)	\$0.50	One free per calendar week (Sunday 12:00am - Saturday 11:59pm CST). Charges apply per call after.
Customer service (live agent)	\$3.00	Per call.
Monthly Paper Statement	\$0.00	Monthly mailed paper statement.
ATM balance inquiry	\$1.00	One free per calendar week (Sunday 12:00am - Saturday 11:59pm CST).
<b>Using your card outside the U.S.</b>		
International transaction	\$0.00	
ATM Out-of-Network Fee	\$0.00	
<b>Other</b>		
Inactivity	\$2.95	Charged monthly after 180 days of no activity defined as deposit, withdrawal, or purchase activity.
Replacement Cards	\$3.00	One free per calendar year, \$3.00 per card after.
Your funds will be held at The Central Trust Bank, an FDIC-insured institution. Once there your funds are insured up to \$250,000 by the FDIC in the event The Central Trust Bank fails, if specify c insurance requirements are met and your card is registered. See <a href="http://fdic.gov/deposit/deposits/prepaid.html">fdic.gov/deposit/deposits/prepaid.html</a> for details.		
No overdraft/credit feature.		

No overdraft/credit feature.

Contact The Central Trust Bank by calling [1.888.775.3445](tel:1-888-775-3445), by mail at PO Box 779, Jefferson City, MO 65102 or visit [mo-access.com](http://mo-access.com).

For general information about prepaid cards, visit [cfpb.gov/prepaid](http://cfpb.gov/prepaid).

If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at [1.855.411.2372](tel:1-855-411-2372) or visit [cfpb.gov/complaint](http://cfpb.gov/complaint).

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The Missouri Division of Employment Security is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

6. The next screen allows you to authorize federal income tax withholding.

<a href="#">Unemployment Claim</a>	<a href="#">Weekly Request for Payment</a>	<a href="#">Update Address</a>	<a href="#">Benefit Maintenance</a>	<a href="#">Overpayments</a>	<a href="#">Make Payment</a>		
<a href="#">Payment Plan</a>	<a href="#">Inquiry</a>	<a href="#">Correspondences</a>	<a href="#">Password</a>	<a href="#">File Appeal</a>	<a href="#">Reemployment Services</a>	<a href="#">View &amp; Print 1099</a>	<a href="#">Pages of Interest</a>
<a href="#">User Feedback Survey</a>							

CIN-084

### Authorization for Federal Income Tax Withholding

Unemployment benefits are subjected to federal and state income tax provided you are required to file a tax return. You may elect to have federal income tax withheld from your weekly employment benefits in the amount of 10 percent.

Your electronic signature is required by the federal Internal Revenue Code to request or change federal tax withholding from benefits payments. Your request of change will be effective the week in which authorization is received by the Division of Employment Security's Benefits Section. Please select your choice below, sign and date where indicated

I hereby authorize the Missouri Division of Employment Security to deduct and withhold federal income tax from my weekly unemployment benefits payments in the amount of 10 percent, as specified by the federal Internal Revenue Code.

1. \* Enter last four digits of your social security number as your electronic signature to acknowledge that you have read and accepted the above statements.

2. \* Enter Date  /  /

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7. Click Next to verify all the information you have entered.

8. This will complete you registration.