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M E M O R A N D U M

TO: Agency Human Resources Personnel
Agency Payroll Personnel

FROM: Kathy Peckardt, Director, Human Resources *K.P.*
D. Clark Partridge, State Comptroller, General Accounting Office *D.C.P.*

DATE: September 9, 2010

RE: Furlough Reports

As we continue to monitor participation in the statewide furloughs, the Human Resources Division and the General Accounting Office would like to describe some of the reports that you may be receiving in conjunction with the furloughs. Please note that two of the three reports described below are for informational purposes only and do not require a response by the agency.

Report	Issued by	Timeframe	Intended Use	Response Required
Furlough Review	General Accounting Office	Monday immediately before payroll processes the pay period including the furlough day	Provide agencies with an opportunity to correct coding errors before payroll processes	None – report is provided as a service to assist the agencies
Furlough Participation	Human Resources	Friday (payday) for the pay period including the furlough day	Tracking participation in the furlough for all employees that are expected to participate on the statewide furlough day	Agencies need to provide justification for any discrepancies listed on the report
Alternate Participation	Human Resources	The month following the last statewide furlough day	Tracking employees approved for an alternate furlough, and their participation to date	None – report is provided as a service to assist the agencies

Thank you for your cooperation as we continue to implement and monitor furlough participation.