

FAQ - Shared Work Program for Henderson State University Furloughed Employees

- **First week of furlough – file for unemployment.**
- Do I need to file for unemployment or will HSU take care of that for me? **The furloughed employee needs to file the initial claim to cover the July furlough period.** After that initial claim is filed HSU will file a report each week based on the survey completed each week by all furloughed employees and the furloughed employee will not need to file another claim.
- **Each week of furlough file go to the survey link sent out by HR and complete the survey.**
- How will I receive the survey to complete? The survey link will be send by HR each week to ensure everyone is aware of the need to complete the survey. Only employees on the furlough will be required to complete the survey.
- Will I have to complete the survey every week? Yes, each week each furloughed employee will be required to complete the survey by checking either the option Henderson is my only employer or the option that HSU isn't your only employer and input your hours worked for another employer or other employers.
- The survey is asking for the Saturday of the furlough, what date is that? The furlough is from Sunday to Saturday, so for this week the Saturday will be July 4th, next week's will be July 11th, the next week's July 18th, the next week's July 25th with the last on August 1st.
- Do we have an end date on the furlough? Saturday, August 1st
- Will my hours be impacted if I work for another employer? You would be required to report those hours in the survey. However, you would need to contact Workforce Services to see if you are eligible for unemployment from one employer if you have other jobs with other employers. www.dws.arkansas.gov
- I understand that we are on furlough this Wednesday and Thursday, but do I have to take my furlough on any particular days after this week? No, you are working 24 hours a week. Workforce Services defines the work week as beginning on Sunday and ending on Saturday. After this week, you may spread your 24 hours through that week as needed to minimize disruption to your work. Some are working half days and reserving four hours for random response to ad hoc phone calls, texts and emails.
- Will my benefits continue while I'm on furlough? Yes, your insurance, leave and TIAA benefits will continue at the same rate as before. If you are in ATRS or APERS please contact them for specific information about your account.

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