Enter Furlough Time on the Timesheet (Monthly)

WARNING:
- Timesheets are unavailable for entry after 11:59 pm on the Monday following the end of the biweekly pay period (see entry deadline dates here). If the deadline is missed, reach out to your payroll coordinator for assistance.
- Entering furlough time does not meet the requirement to enter time used or no leave taken for the month.
- If your pay will be spread out across multiple pay periods (smoothing), furlough time should be entered through an absence request.
- Any questions about entry please contact your Payroll Coordinator.

Furlough Use Entry

1. Navigate to your MyUW portal.
   a. **All UW**: MyUW System portal https://my.wisconsin.edu/
   b. **UW Madison**: MyUW Madison portal https://my.wisc.edu/

2. Select the **Time and Absence** tile.

3. Click the **Timesheet** button at the top of the page.

4. Enter the numbers of hours worked in the *Quantity* field.

5. Enter **FUREG** in the *Time/Absence Code* field select.

6. Repeat for each day of week that regular hours are worked.
   WARNING: During the one week period that furlough is used, hours worked must be entered for each day.

7. On the day that furlough is used enter the number of hours used in the *Quantity* field.

8. Enter **FURLM** in the *Time/Absence Code* field select.
   NOTE: Monthly Fellows use the code **FURLF**.

9. If a full day furlough was not taken:
   - Click the **plus sign** at the start of the row, to add a row.
   - Enter the hours worked in the *Quantity* field of the new row.
   - Enter **FUREG** in the *Time/Absence Code* field select.

10. Click **Submit.**

Other Leave Usage

Reporting leave time usage (i.e. sick leave, vacation, etc.) during a week that includes furlough can be entered on the **Timesheet** or on the **Request Absence** page.

If using the Timesheet:
1. Enter the number of **hours** used in *Quantity*.
2. Select the type of **leave** in the *Time/Absence Code* field.
3. If a partial day is being used, add a row to the corresponding date and enter hours worked, following steps above.

If using Request Absence:

1. On the timesheet
   - Full day request - on the corresponding date on the timesheet, leave the row blank.
   - Partial day request - enter the number of hours worked in the *Quantity* field on the corresponding date, following instructions above.
2. Enter the absence on the Request Absence page.