

Enter Furlough Time on the Timesheet (Biweekly)

Enter Furlough Used

1. Navigate to your [timesheet](#).
2. On the row with the date of the furlough, select **FURLH** in the *Time/Absence Code* drop down list.
3. Enter the number of hours being requested in the **Quantity** field.
4. Click **Submit**.

From 05/10/2020 to 05/16/2020 ?							
Timesheet		Additional Elements					
Select for Delete				Date	Status	Time / Absence Code	Quantity
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Sun	5/10		
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Mon	5/11		
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Tue	5/12	FURLH - Furlough Unpaid Day - Biweekly	8
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Wed	5/13		
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Thu	5/14		
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Fri	5/15		
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Sat	5/16		