

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.
- Any questions about entry please contact your Payroll Coordinator.

Access Timesheet

1. Navigate to your MyUW portal.
 - a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - b. **UW Madison:** Employees can access the MyUW Madison portal at <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.

Full Day Furlough Entry

1. On the day that furlough is used enter the number **8** in the *Quantity* field.
2. Enter **FURLM** in the *Time/Absence Code* field select.

NOTE: Monthly Fellows use the code **FURLF**.
3. Click **Submit**.

Half Day Furlough Entry

1. On the day that furlough is used enter the number **4** in the *Quantity* field.
2. Enter **FUR50** in the *Time/Absence Code* field select.

NOTE: Monthly Fellows use the code **FRL50**.
3. Click the **plus sign** at the start of the row, to add a row.
4. Enter the number **4** in the *Quantity* field of the new row.
5. Click **Submit**