

Enter Smoothing Furlough Time on the Timesheet (Biweekly)

WARNING: This resource is only to be used by individuals who are required to take a furlough, but their pay will be spread out across multiple pay periods (smoothing)

Enter Furlough Used

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

Timesheet		Additional Elements			<input type="checkbox"/> Show all columns by default					
Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Sun	5/10			0.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Mon	5/11	<input type="button" value="⌛"/>	8.00	%REDF - Pd % Reduction - Furlough	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Tue	5/12	<input type="button" value="⌛"/>	8.00		0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Wed	5/13	<input type="button" value="⌛"/>	8.00		0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Thu	5/14	<input type="button" value="⌛"/>	8.00		0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Fri	5/15	<input type="button" value="⌛"/>	8.00		0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Sat	5/16			0.00	<input type="checkbox"/>	