Report Furlough Leave (Monthly Smoothing) – Doctor/Teacher/Lawyer

**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)
- This resource is only to be used by individuals who have been identified as doctor/teachers/lawyers for reporting purposes. If you are unsure if you meet this criteria, contact your payroll coordinator.
- Entering furlough does not meet the requirement to enter time used or no leave taken for the month.

**Enter Furlough**

1. Navigate to your MyUW portal.
   - **All UW:** Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   - **UW Madison:** Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

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

3. Select the **Request Absence** tab in the left hand side bar.

4. Click **Absence Name** and select **COVID FURLOUGH**.

5. Enter/Update information in the following fields:
   - **Hours Per Day** – Enter number of hours taken
   - **Reason** – leave as is, this field is not used
   - **Start Date** – first day of the absence
   - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)
     - **NOTE:** if entering a date range, do not include weekend days or cross multiple months
   - **Duration** – will automatically calculate
   - **Comments** – optional

6. Click **Submit**.
   - **NOTE:** Once submitted, no further changes can be made by the requestor.

7. Click **Yes**, to verify that the request should be submitted.