Enter Furlough Time (Monthly Smoothing)

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.
- 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)

Timesheet 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.

Furlough Entry
1. On the day that furlough is used enter the number of hours being used 4 or 8 in the Quantity field.
2. Enter COVID FURLOUGH in the Time/Absence Code field select.
3. 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.