

Report Furlough Leave - Doctor/Teacher/Lawyer (Monthly)

WARNING:

- 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/>

UW Madison: Employees can access the MyUW Madison portal at <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:

NOTE: Verify balance information at bottom of page prior to entering request.

- **Hours Per Day** – Enter number of hours taken (4 or 8 hours)
- **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.