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.