

Enter Furlough Time on the Timesheet – Academic Staff

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.
- Timesheet entry is required for all time work entry during the week the furlough day is taken, except for faculty or instructional academic staff.
- Entering furlough time does not meet the requirement to enter time used or no leave taken for the month.

Furlough Use 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.
7. On the day that furlough is used, enter the number of hours 4 or 8 in the *Quantity* field.
8. Select **Furlough** in the *Time/Absence Code* field select.

NOTE: Fellows use the code **FURLF**.
9. If a full day furlough was not taken:
 - Click the **plus sign** at the start of the row, to add a row.
 - Enter the hours worked in the *Quantity* field of the new row.
 - Enter **FUREG** in the *Time/Absence Code* field select.
10. Click **Submit**.

From 09/24/2023 to 10/07/2023 ?													
Timesheet Additional Elements [Filter] Show all columns by default													
Select for Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Comp Time	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun	9/24									<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon	9/25						FUREG - Hours Worked - Furlough	8.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue	9/26						FUREG - Hours Worked - Furlough	8.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed	9/27						FUREG - Hours Worked - Furlough	8.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu	9/28						FUREG - Hours Worked - Furlough	8.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri	9/29						Furlough	8.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat	9/30								<input type="checkbox"/>	

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.