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/](https://my.wisconsin.edu/)
   b. **UW Madison**: MyUW Madison portal [https://my.wisc.edu/](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**.
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.