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](https://uwservice.wisconsin.edu)). 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. Sign in to [my.wisconsin.edu](https://my.wisconsin.edu).

2. Click the **Time and Absence** tile.

3. Enter the numbers of hours worked in the **Quantity** field.

4. Enter **FUREG** in the **Time/Absence Code** field select.

5. 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.

6. On the day that furlough is used, enter the number of hours 4 or 8 in the **Quantity** field.

7. Select **Furlough** in the **Time/Absence Code** field select.
   **NOTE:** Fellows use the code **FURLF**.

8. 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.

9. 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.