Enter Furlough Time on the Timesheet – University Staff

1. Sign in to my.wisconsin.edu.

2. Click the Time and Absence tile.

3. On the row with the date of the furlough, select %REDF in the Time/Absence Code drop down list.

4. Enter the number of hours of furlough in the Quantity field. **NOTE:** If less than 8 hours of furlough are being used, click the plus sign to add a row and enter time worked.

5. Click Submit.