

# Enter Furlough Time on the Timesheet – University Staff

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## Enter Furlough Used

1. Navigate to your [timesheet](#).
2. On the row with the date of the furlough, select **%REDF** in the *Time/Absence Code* drop down list.
3. 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.
4. Click **Submit**.