Enter Furlough Time on the Timesheet – University Staff

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.