

Report Furlough Leave – Faculty or Instructional Academic Staff

WARNING:

- This resource is only to be used by individuals who have been identified as faculty or instructional academic staff for reporting purposes. If you are unsure if you meet this criteria, contact your payroll coordinator.
- Entering furlough does not meet the requirement to enter time used or no leave taken for the month.

Enter Furlough

1. Navigate to your MyUW portal.
All UW: Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
UW Madison: Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Select the **Time and Absence** tile.
3. Select the **Request Absence** tab in the left-hand side bar.
4. Click **Absence Name** and select *FURLOUGH*.
5. Enter/Update information in the following fields:
 - **Hours Per Day** – Enter number of hours taken
 - **Reason** – leave as is, this field is not used
 - **Start Date** – date of the absence
 - **End Date** – date of absence, should match start date
 - **Duration** – will automatically calculate
 - **Comments** – optional
6. Click **Submit**.
NOTE: Once submitted, no further changes can be made by the requestor.
7. Click **Yes**, to verify that the request should be submitted.