

# Enter Furlough Time on the Timesheet (Biweekly)

## Enter Furlough Used

1. Navigate to your [timesheet](#).
2. On the row with the date of the furlough, select **FURLH** in the *Time/Absence Code* drop down list.
3. Enter the number of hours being requested in the **Quantity** field.
4. Click **Submit**.

From 05/10/2020 to 05/16/2020 ?							
Timesheet		Additional Elements					
Select for Delete			Date	Status	Time / Absence Code	Quantity	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun 5/10				
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon 5/11	⌚			
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue 5/12	⌚	FURLH - Furlough Unpaid Day - Biweekly	8	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed 5/13	⌚			
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu 5/14	⌚			
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri 5/15	⌚			
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat 5/16				