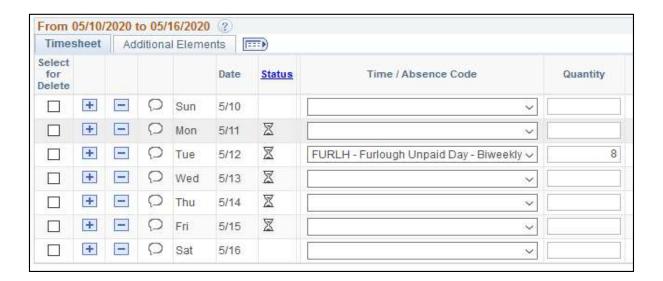


## Enter Furlough Time on the Timesheet (Biweekly)

## **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.



Last Revised: 04/24/2020