

Enter Furlough Time on the Timesheet (Monthly)

WARNING:

- Timesheets are unavailable for entry after 11:59 pm on the Monday following the end of the biweekly pay period (see entry deadline dates [here](#)). If the deadline is missed, reach out to your payroll coordinator for assistance at payroll@uwss.wisconsin.edu.
- Entering furlough time does not meet the requirement to enter time used or no leave taken for the month.
- If your pay will be spread out across multiple pay periods (smoothing), furlough time should be entered through an absence request, using COVID Furlough.
- Any questions about entry please contact your Payroll Coordinator.

Furlough Use Entry

- Navigate to your MyUW portal.
 - All UW:** MyUW System portal <https://my.wisconsin.edu/>
 - UW Madison:** MyUW Madison portal <https://my.wisc.edu/>
- Select the **Time and Absence** tile.
- Click the **Timesheet** button at the top of the page.
- Enter the numbers of hours worked in the *Quantity* field.
- Enter **FUREG** in the *Time/Absence Code* field select.

☰	Sun	5/3							
☰	Mon	5/4						FURLM - Furlough Unp Full Day-Monthly	8.00
☰	Tue	5/5						FUREG - Hours Worked - Furlough	8.00
☰	Wed	5/6						FUREG - Hours Worked - Furlough	8.00
☰	Thu	5/7						FUREG - Hours Worked - Furlough	8.00
☰	Fri	5/8						FUREG - Hours Worked - Furlough	8.00
☰	Sat	5/9							

- Repeat for each day of week that regular hours are worked.

WARNING: During the one week period that furlough is used, hours worked must be entered for each day.
- On the day that furlough is used enter the number of hours used in the *Quantity* field.
- Enter **FURLM** in the *Time/Absence Code* field select.

NOTE: Monthly Fellows use the code **FURLF**.
- If a full day furlough was not taken:
 - Click the **plus sign** at the start of the row, to add a row.
 - Enter the hours worked in the *Quantity* field of the new row.
 - Enter **FUREG** in the *Time/Absence Code* field select.
- Click **Submit**.

Other Leave Usage

Reporting leave time usage (i.e. sick leave, vacation, etc.) during a week that includes furlough can be entered on the **Timesheet** or on the **Request Absence** page.

If using the Timesheet:

1. Enter the number of **hours** used in *Quantity*.
2. Select the type of **leave** in the *Time/Absence Code* field.
3. If a partial day is being used, add a row to the corresponding date and enter hours worked, following steps above.

If using Request Absence:

<https://uwservice.wisconsin.edu/>

1. On the timesheet
 - Full day request - on the corresponding date on the timesheet, leave the row blank.
 - Partial day request - enter the number of hours worked in the *Quantity* field on the corresponding date, following instructions above.
2. Enter the absence on the Request Absence page.