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.
- Entering furlough time does not meet the requirement to enter time used or no leave taken for the month.
- Any questions about entry please contact your Payroll Coordinator.

Access Timesheet

1. Navigate to your MyUW portal.
   a. **All UW:** Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison:** Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Select the **Time and Absence** tile.

3. Click the **Timesheet** button at the top of the page.

4. Enter the numbers of hours worked each day to during the two week period in the **Quantity** field.
   **WARNING:** During the 2 week period that furlough is used, hours worked must be entered for each day.

Full Day Furlough Entry

1. On the day that furlough is used enter the number **8** in the **Quantity** field.

2. Enter **FURLM** in the **Time/ Absence Code** field select.
   **NOTE:** Monthly Fellows use the code **FURLF**.

3. Click **Submit**.

Half Day Furlough Entry

1. On the day that furlough is used enter the number **4** in the **Quantity** field.

2. Enter **FUR50** in the **Time/ Absence Code** field select.
   **NOTE:** Monthly Fellows use the code **FRL50**.

3. Click the **plus sign** at the start of the row, to add a row.

4. Enter the number **4** in the **Quantity** field of the new row.

5. Click **Submit**