Enter Furlough Time on the Timesheet (Monthly)

WARNING:
• Entering furlough time does not meet the requirement to enter time used or no leave taken for the month.
• 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.
• 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/
   b. UW Madison: Employees can access the MyUW Madison portal at https://my.wisc.edu/
2. Select the Time and Absence tile.
3. Click the Timesheet button at the top of the page.

   WARNING: During the biweekly pay period that furlough is used, hours worked (FUREG) must be entered for each of the other days. Refer to biweekly schedule for dates (bottom portion).

Full Day Furlough Entry

2. On the day that furlough is used enter the number 8 in the Quantity field.
3. For each other day in the pay period the furlough is used, if not using paid leave, select FUREG in the Time/Absence Code field and enter the number 8 in the Quantity field.
   a. If using paid leave select the leave type (vacation, personal holiday, sick) in the Time/Absence Code field and enter the number of hours using in the Quantity field.
4. Click Submit.

Half Day Furlough Entry

1. On the day that furlough is used select the FUREG in the Time/Absence Code field.
2. Enter the number 4 in the Quantity field.
3. Click the plus sign at the start of the row, to add a row.
4. Enter FUR50 in the Time/Absence Code field of the new row.
5. Enter the number 4 in the Quantity field of the new row.
6. For each other day in the pay period the furlough is used, if not using paid leave, select FUREG in the Time/Absence Code field and enter the number 8 in the Quantity field.
   a. If using paid leave select the leave type (vacation, personal holiday, sick) in the Time/Absence Code field and enter the number of hours using in the Quantity field.
7. Click Submit
Furlough Timesheet Entry – assumes full-time 1.0 FTE; pro-rated for part-time

- Must entered FUREG – Hours Worked – Furlough for each day worked in a pay period that use an unpaid furlough full/half day in that pay period.
  - Do not need to enter hours worked in a pay period where you are not claiming a furlough full or half day.
  - Faculty & 9-Month Academic Staff do not have to record hours worked (FUREG) but must record furlough days.
- Use FUR50 – Furlough Unp Half Day-Monthly Time Code when using 4 hours of furlough
  - On a day you claim 4 hours furlough, add a row on that same date, enter FUREG – Hours Worked for 4 hours to equate to full 8.0 hours on that date
- Use FURLM – Furlough Unp Full Day-Monthly Time Code when using 8 hours of furlough
- Can enter leave usage such as vacation, personal holiday, sick leave on Timesheet or in Request Absence

Note: You can take 2 half-day furlough days (4 hrs. each) within the same pay period but cannot take more than a total of 8.0 furlough hours in the same pay period.