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/](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.

   WARNING: During the week that furlough is used, hours worked (FUREG) must be entered for each of the other days.

Full Day Furlough Entry

1. Select **FURLM** in the **Time/Absence Code** field.

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

3. For each other day in the week 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 **FURLM** 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 week 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 the week that use an unpaid furlough full/half day.
  - Do not need to enter hours worked in a week/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 FURLM – Furlough Unpaid - 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 Unpaid - 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.

Sample of no furlough day in first week; using furlough day in second week