

Report Furlough Leave - Doctor/Teacher/Lawyer (Monthly)

WARNING:

- This resource is only to be used by individuals who have been identified as doctor/teachers/lawyers for reporting purposes. If you are unsure if you meet this criteria, contact your Payroll coordinator.
- Entering furlough does not meet the requirement to enter time used or no leave taken for the month.

Enter Furlough

1. Navigate to your MyUW portal.
All UW: Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
UW Madison: Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Select the **Time and Absence** tile.
3. Select the **Request Absence** tab in the left hand side bar.
4. Click **Absence Name** and select *COVID FURLOUGH*.
5. Enter/Update information in the following fields:
NOTE: Verify balance information at bottom of page prior to entering request.
 - **Hours Per Day** – Enter number of hours taken (4 or 8 hours)
 - **Reason** – leave as is, this field is not used
 - **Start Date** – first day of the absence
 - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)
NOTE: if entering a date range, do not include weekend days or cross multiple months
 - **Duration** – will automatically calculate
 - **Comments** – optional
6. Click **Submit**.
NOTE: Once submitted, no further changes can be made by the requestor.
7. Click **Yes**, to verify that the request should be submitted.

Fulough