Enter Furlough Time (Monthly Smoothing)

Complete a timesheet ONLY during the week a furlough day is taken.

NOTE: This resource is only to be used by those required to take a furlough, but their pay will be spread out across multiple pay periods (smoothing).

**Timesheet Entry**

1. Navigate to MyUW portal.
   a. **All UW**: MyUW System portal [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: MyUW Madison portal [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 in the **Quantity** field.

5. Enter **FUREG** in the **Time/Absence Code** field to show regular hours worked.
   
   AND
   
   Enter **COVID FURLOUGH** in the **Time/Absence Code** field to show furlough hours taken.

6. Click **Submit**.

**ENTERING LEAVE REMINDERS:**

- **Part-time** - FTE’s less than 100%, please be sure weekly hours total matches actual FTE (80% = 6.40 hours per day).
- **Holiday Pay** - An intermittent furlough employee will receive holiday pay even when the employee takes one intermittent furlough day prior to and/or one intermittent furlough day following a legal holiday AND they are in different bi-weekly pay periods.
- **Leave Reporting** - Reporting leave time usage (i.e. sick leave, vacation, etc.) during a week that includes furlough on the **Request Absence** page by submitting any leave taken using the normal process and/or report No Leave Taken by the 5th of the following month. The Furlough Timesheet entries do not count towards your monthly leave reporting requirements.
- **Payable time** must be approved by the supervisor.
- **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.