






# 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

- Navigate to MyUW portal.
  - All UW:** MyUW System portal <https://my.wisconsin.edu/>
  - UW Madison:** MyUW Madison portal <https://my.wisc.edu/>
- Select the **Time and Absence** tile.
- Click the **Timesheet** button at the top of the page.
- Enter the numbers of hours worked in the *Quantity* field.
- Enter **FUREG** in the *Time/Absence Code* field to show regular hours worked.  
 Enter **COVID FURLOUGH** in the *Time/Absence Code* field to show furlough hours taken.
- Click **Submit**.

Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Comp
Sun	8/2								<input type="checkbox"/>
Mon	8/3						FUREG - Hours Worked - Furlough	8.00	<input type="checkbox"/>
Tue	8/4						FUREG - Hours Worked - Furlough	8.00	<input type="checkbox"/>
Wed	8/5						FUREG - Hours Worked - Furlough	8.00	<input type="checkbox"/>
Thu	8/6						COVID FURLOUGH	8.00	<input type="checkbox"/>
Fri	8/7						Vacation (UNC)	8.00	<input type="checkbox"/>

Regular Hours Worked

Approved Furlough Day

Absence Request Form

### ENTERING LEAVE REMINDERS:

- Part-time** - FTE's less than 100%, please be sure weekly hours total matches actual FTE.
- 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 5<sup>th</sup> 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.