Enter Furlough Time on the Timesheet (Monthly)

WARNING:
- 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.
- Entering furlough time does not meet the requirement to enter time used or no leave taken for the month.
- 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.
4. Enter the numbers of hours worked each day in the Quantity field.

WARNING: During the one week period that furlough is used, hours worked must be entered for each day.

Full Day Furlough Entry

1. On the day that furlough is used enter the number 8 in the Quantity field.
2. Enter FURLM in the Time/Absence Code field select.
   NOTE: Monthly Fellows use the code FURLF.
3. Click Submit.

Half Day Furlough Entry

1. On the day that furlough is used enter the number 4 in the Quantity field.
2. Enter FUR50 in the Time/Absence Code field select.
   NOTE: Monthly Fellows use the code FRL50.
3. Click the plus sign at the start of the row, to add a row.
4. Enter the number 4 in the Quantity field of the new row.
5. Click Submit