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 at payroll@uwss.wisconsin.edu.
- 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/](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.
4. Enter the numbers of hours worked each day in the **Quantity** field.
5. **IMPORTANT:** During the one week period that furlough is used, hours worked must also be entered for each day using a Time Reporting Code of "FUREG - Hours Worked - Furlough". See example below.

![Full Day Furlough Entry](image)

**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**