Enter Smoothing Furlough Time on the Timesheet (Biweekly)

**WARNING:** This resource is only to be used by individuals who are required to take a furlough, but their pay will be spread out across multiple pay periods (smoothing)

**Enter Furlough Used**

1. Navigate to your timesheet.
2. On the row with the date of the furlough, select %REGF in the Time/Absence Code drop down list.
3. Enter the number of hours being requested in the **Quantity** field.
4. Click **Submit**.

![Timesheet Table](image-url)