

# Enter Furlough Time on the Timesheet (Biweekly)

## Enter Furlough Used

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

From 05/10/2020 to 05/16/2020 ?								
Timesheet		Additional Elements						
Select for Delete				Date	Status	Time / Absence Code	Quantity	
<input type="checkbox"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="+"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="-"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="🗨️"/>	Sun	5/10		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="+"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="-"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="🗨️"/>	Mon	5/11	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="⌚"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="+"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="-"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="🗨️"/>	Tue	5/12	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="⌚"/>	FURLH - Furlough Unpaid Day - Biweekly <input style="font-size: 0.8em;" type="button" value="v"/>	<input style="width: 100%; text-align: center; value: 8" type="text"/>
<input type="checkbox"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="+"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="-"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="🗨️"/>	Wed	5/13	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="⌚"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="+"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="-"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="🗨️"/>	Thu	5/14	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="⌚"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="+"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="-"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="🗨️"/>	Fri	5/15	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="⌚"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="+"/>	<input style="background-color: #e6f2ff; border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="-"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="🗨️"/>	Sat	5/16		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>