

# Report Furlough Leave (Monthly Smoothing)

**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)
- Entering furlough does not meet the requirement to enter time used or no leave taken for the month.

## Enter Furlough

1. Navigate to your MyUW portal.  
**All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>  
**UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Select the **Time and Absence** tile.
3. Select the **Request Absence** tab in the left hand side bar.
4. Click **Absence Name** and select *COVID FURLOUGH*.
5. Enter/Update information in the following fields:  
**NOTE:** Verify balance information at bottom of page prior to entering request.
  - **Hours Per Day** – Enter number of hours taken (4 or 8 hours)
  - **Reason** – leave as is, this field is not used
  - **Start Date** – first day of the absence
  - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)  
**NOTE:** if entering a date range, do not include weekend days or cross multiple months
  - **Duration** – will automatically calculate
  - **Comments** – optional
6. Click **Submit**.  
**NOTE:** Once submitted, no further changes can be made by the requestor.
7. Click **Yes**, to verify that the request should be submitted.

