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.