

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)

ENTERING LEAVE SPECIAL NOTES:

- Furlough leave entries should be used in half or full day increments for all biweekly paid employees.
- Employees should not report over their FTE hours within the work week Furlough is used.
- Employees are not allowed to use paid leave to make up for unpaid Furlough hours.
- Employee will receive legal holiday pay if they are in pay status the day before or after the legal holiday.
- Leave Accruals will remain whole if %REDF hours are entered on the timesheet. If no entry is made for the furlough day, leave accruals will not be made whole.

Enter Furlough Used

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

Example below is for an 100% FTE employee with an assigned work schedule using 8.00 hours %REDF. Your schedule for the week with Furlough Leave used may differ for you to maintain your FTE hours.

Timesheet		Additional Elements		☐ Show all columns by default						
Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun	5/10	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon	5/11	8.00	%REDF - Pd % Reduction - Furlough	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue	5/12	8.00	<input type="text"/>	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed	5/13	8.00	<input type="text"/>	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	5/14	8.00	<input type="text"/>	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri	5/15	8.00	<input type="text"/>	0.00	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat	5/16	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	