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](https://uwservice.wisconsin.edu/).
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.