

How to Approve Furlough Time (for supervisors)

If you supervise the following types of employees:

- Faculty
- Instructional Academic Staff
- University Staff Non-Exempt (hourly employees)
- Academic Staff Non-Exempt (hourly employees)

You will approve furlough time by utilizing the following method:

- Navigate to the Manager Self-Service Dashboard:
 - <https://uwservice.wisconsin.edu/docs/publications/mss-accessing.pdf>
- For Bi-weekly staff (hourly employees), approve furlough time in the Payable Time Approvals section
 - Ensure employees use %REDF Time/Absence Code
 - Please note that staff must enter their time prior to the following deadlines:
https://uwservice.wisconsin.edu/docs/covid19/timesheet_entry_deadline_2020.pdf
 - Reference the following tip sheet for more info: [Time Approvals for Managers](#)
- For Monthly staff, approve furlough time in the Absence Request section
 - Ensure employees use COVID FURLOUGH Absence Name
 - Reference the following tip sheet for more info:
<https://uwservice.wisconsin.edu/docs/publications/mss-absence-request.pdf>
- Reach out to your Payroll Coordinator and/or CALS HR Assistant for assistance

If you supervise the following types of employees:

- Non-instructional Academic Staff (Exempt) (salaried employees)
- University Staff Exempt (salaried employees)
- Limited Employees

You will approve furlough time by utilizing the following method:

- Navigate to the Manager Self-Service Dashboard:
 - <https://uwservice.wisconsin.edu/docs/publications/mss-accessing.pdf>
- For Bi-weekly staff (hourly employees), approve furlough time in the Payable Time Approvals section
 - Ensure employees use FURLH Time/Absence Code
 - Reference the following tip sheet for more info: [Time Approvals for Managers](#)
 - Please note that staff must enter their time prior to the following deadlines:
https://uwservice.wisconsin.edu/docs/covid19/timesheet_entry_deadline_2020.pdf
- For Monthly staff, approve furlough time **and** hours worked in the Payable Time Approvals section
 - Ensure employees use the following Time/Absence Codes
 - Hours worked: FUREG
 - Furlough: FURLM
 - Note: Monthly Fellows use the code FURLF

- Please note that any furlough time in the month of June furlough must be reported and approved by June 15th to be deducted from the employee's June paycheck
- If you notice an employee used a FUR50 and FRL50 Time and Absence code (which has now been decommissioned), please know that your payroll coordinator is working to update that code to FURLM (or FURLF for Monthly Fellow). Once the payroll coordinator updates the Time/Absence code, it will require approval.
- Reference the following tip sheet for more info: [Time Approvals for Managers](#)
- Reach out to your Payroll Coordinator and/or CALS HR Assistant for assistance

For information on how your employees should enter their furlough time, please see the following eCALS article: <https://ecals.cals.wisc.edu/2020/05/29/how-to-report-furlough-time-used/>

- Please note that the "Report Furlough Time as It Is Used If Paid Monthly" instructions are in the process of being updated to account for the decommissioning of the FUR50 and FRL50 Time/Absence codes

Additional information for supervisors on Manager Self-Service can be found here: <https://uwservice.wisconsin.edu/help/time-absence/#for-managers>