

University of Wisconsin  
**FURLOUGH TIME REPORT**

Name		Title	Time Report for
Department			Type
Person ID	Appt ID	Payroll %	Pay Basis

**Instructions for Reporting Furlough**

Complete report only when you have taken furlough hours. Include institution/campus designated furlough days. Submit to your supervisor within three business days after the last day on the report.

Furlough time must be used in minimum 2 hour increments and must total 8 hours in a week (Sunday–Saturday) for full time employees (prorated for part-time staff). No more than 8 hours (prorated for part-time staff) of furlough time can be used in any one week.

**In the week in which furlough hours are taken, you must record all (1) Furlough, (2) Hours Worked, and (3) Paid Leave time for each of the 7 days in the week, Enter the sum in the Weekly Total field.**

The Furlough Report does not replace the Leave Report used to report vacation, sick leave, etc. You must continue to complete the Leave Report every month.

DATE	FURLOUGH	HOURS WORKED	PAID LEAVE	DUE
*HOLIDAY				
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				WEEKLY TOTAL =
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				WEEKLY TOTAL =
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				WEEKLY TOTAL =
SUN				
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TUE				
WED				
THU				
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SAT				WEEKLY TOTAL =
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MON				
TUE				
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THU				
FRI				
SAT				WEEKLY TOTAL =
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				WEEKLY TOTAL =
TOTAL HOURS				

<b>Employee Signature:</b> I certify that my time report is accurate. I understand that misrepresentation can lead to disciplinary action.	<b>Date</b>
<b>Supervisor /Approving Authority Signature:</b> I confirm the accuracy of the time report.	<b>Date</b>