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 your Furlough Time Report only when you have taken furlough hours.
When furlough time is used, submit your report to your supervisor within three business days after the last day shown on the report.

Furlough time must be used in minimum 4 hour increments (prorated for part-time employees).
No more than 8 hours (prorated for part-time employees) of furlough time can be used in any one week (Sunday-Saturday).

DATE						
***HOLIDAY**						
TOTAL HOURS						

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