

University of Wisconsin  
**FURLOUGH TIME REPORT**

Name		Title	Time Report For JULY 2009
Department			Type LI
Person ID	Appt ID	Payroll % 100.0	Pay Basis 12 MONTH

**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 08/05/09
*HOLIDAY					
SUN JUN 28, 2009					
MON JUN 29, 2009					
TUE JUN 30, 2009					
WED JUL 01, 2009					
THU JUL 02, 2009					
FRI JUL 03, 2009					
*SAT JUL 04, 2009				WEEKLY TOTAL =	
SUN JUL 05, 2009					
MON JUL 06, 2009		8	4		
TUE JUL 07, 2009		4	8		
WED JUL 08, 2009			8		
THU JUL 09, 2009					
FRI JUL 10, 2009	8				
SAT JUL 11, 2009				WEEKLY TOTAL =	40
SUN JUL 12, 2009					
MON JUL 13, 2009					
TUE JUL 14, 2009					
WED JUL 15, 2009					
THU JUL 16, 2009					
FRI JUL 17, 2009					
SAT JUL 18, 2009				WEEKLY TOTAL =	
SUN JUL 19, 2009					
MON JUL 20, 2009					
TUE JUL 21, 2009					
WED JUL 22, 2009					
THU JUL 23, 2009					
FRI JUL 24, 2009					
SAT JUL 25, 2009				WEEKLY TOTAL =	
SUN JUL 26, 2009					
MON JUL 27, 2009					
TUE JUL 28, 2009					
WED JUL 29, 2009					
THU JUL 30, 2009					
FRI JUL 31, 2009					
SAT AUG 01, 2009				WEEKLY TOTAL =	
<b>TOTAL HOURS</b>	8	12	20		

<b>Employee Signature:</b> I certify that my time report is accurate. I understand that misrepresentation can lead to disciplinary action.	<b>Date</b> 8/3/09
<b>Supervisor /Approving Authority Signature:</b> I confirm the accuracy of the time report.	<b>Date</b>