Employee Furlough eForm Submission Job Aid

Complete the Employee Furlough e-Form Submission

Use this job aid to support you in completing the Employee Furlough Submission via the e-form system.

1. Visit: https://eforms.uwsp.edu

2. Upon clicking the link, if prompted, login using your UW-Stevens Point login information.

3. Give the system a moment to login.

4. The e-Forms website displays.
   a. Click Employee Furlough Submission.

Your Employee Furlough Submission form displays with your personal and appointment information.
5. Click Yes or No if you have received the notice from UW-Stevens Point Human Resources

6. Complete your Employee Furlough Submission form.

When requesting the dates, do so according to your supervisor’s expectations. The request form was designed per the UW System Administrative Interim: Furlough Policy (1200-Interim 04) and will require information such as:

- The dates and increment (full day or half day) of each furlough day requested.
- Brief description of a work plan. The work plan may include information such as tasks which cannot be accomplished due to the intermittent furlough and/or alternative contacts for immediate/emergency situations.

The number of days allotted are the number of days listed in your individualized communication.

**If you work all academic year:**
1. Request all your days for the entire year, or
2. Request your days per semester or split between two timeframes. For example, take half of your days by the semester end or December 31, 2020.

Follow department expectations and/or watch for institutional communication for eForm submission deadlines.

**If you are an instructor and are contracted for the full academic year:**
You may take furlough during Winterim. Ensure you are staying within the 1 day per biweekly period in accordance with the information provided within Biweekly Time Periods and Pay Basis Timeframes.

**If you are expected to work on a university pre-determined date:**
Complete the Employee Furlough Submission e-Form in the E-Form system. In the notes/comment section of the form indicate which pre-determined date(s) the request is/are replacing.

You will be able to view your submitted form once your supervisor approves it. To view your submitted form, click HR tab, then click Furlough tab.
7. Complete your timesheets and/or leave reports in accordance with the information provided in the Scheduling and Taking a Workforce-wide Intermittent Furlough Day Guide.

**Changing a Requested Date**

If you have a date which needs to be changed, do a new request in the e-form system. The new request can be just for the day which is changing.

- If a change is needed and is known in advance, resubmit a furlough e-form request prior to the original date of requested furlough.
- In the event of a work-related emergency, upon determination, coordinate with your supervisor to determine an updated date, preferably within the same bi-weekly period and to submit a new e-form request.

For either type of change, note in the comment field the reason for the change(s) and the original date(s) the new request is replacing.

**Supervisor Review and Approvals**

When you first arrive in the system, ensure you are within the HR page. You can see your employees’ requests within the Furlough tab. You will see an employee’s name if they have submitted a request. Click their name to review their submitted request.

For tips on what to consider while reviewing the request, review the [Reviewing an Employee Preference Request](#).