Complete the Employee Furlough Submission e-Form

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

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.

**Supervisor Review and Approvals**

The supervisor review and approval job aid is located in the One Drive furlough supervisor resources folder. Follow the link sent to you on April 22, 2020 from Human Resources to go to the resources.

**Questions?**

Contact Human Resources at hr@uwsp.edu or 715-346-2606.