Submit a Request

1. Navigate to your MyUW portal.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click **Launch full app** on the **Benefit Information** Tile.

3. Click the **View Benefits Summary Details** button, located near the bottom of the page.

4. Click **Furlough Insurance Selections** tab at the bottom of the left side bar.
   **WARNING:** This request is only if you are going to be on 100% consecutive furlough for 30 or more days. If less than 30 days or for temporary work reduction, the TWR Insurance Selections form must be completed.

5. Click the **Add a New Value** tab.

6. The form will open with Name, Empl ID and Department ID information filled in.
   **NOTE:** Do not change information in these fields, any changed fields will revert back when saved.

7. Enter information in the remaining fields:
   - **Expected Begin Date of Furlough**
   - **Expected End Date of Furlough**
   - **Phone Number Used during Furlough**
   - **Email Used during Furlough** (optional)
   - **Mailing Address Used during Furlough**

8. Review the benefit coverage options.

9. If you have **State Group Health Insurance** select the coverage option from the dropdown.

10. Enter a number 1-4 in the **Enter your State Group Health Insurance payment option number** field, based upon the payment options listed above the field.

11. Select **Benefit Coverage** for each of the benefit plans listed.
    **NOTE:** Only select coverage for plans you currently have.

12. Click the **Save** button at the bottom of the page.

13. Scroll to the top of the page and click the **Submit** button.

14. Click **OK**.
    **NOTE:** The request will be submitted for a Benefit Administrator to review and approve.

15. An email will be sent once the request has been approved or denied.
    **NOTE:** If a request is denied, click the link in the email to access the form, make any changes and resubmit the form.
Review Submitted Request

1. Navigate to **Furlough Insurance Selections** tab.

2. Click **Search** on the **Find an Existing Values** tab

3. The submitted form will open.
   
   **NOTE:** If multiple requests have been submitted, click the request from the list, that you would like to view.