1) Login to VandalWeb at [www.vandalweb.uidaho.edu](http://www.vandalweb.uidaho.edu).

2) Select the Employees tab

3) Select Payroll

4) Select Web Time Entry/Supervisor Approval.

5) Select Access My Time Sheet. *If this option does not appear, move on to next step.*

6) Select the appropriate position title and pay period (you may need to use the drop down). Click Time Sheet.

7) You will see your timesheet as seen below:
8) Click on Enter Units on the Furlough line under the day furlough is taken. You will see the following appear at the top of the timesheet.

   ![Image of timesheet interface with Enter Units field highlighted]

   - **Earning:**
   - **Date:**
   - **Shift:**
   - **Units:**

   Enter the number of units into the box and Save. Enter units as a decimal where 1 unit = 1 hour. Ex) If you want to record one and one half hours of furlough, enter 1.5 units. Note – you may not take more than 8 hours of furlough in one day.

9) You can use the copy feature to copy the number of units to other days, if necessary.

10) When faculty or exempt employees take furlough, they must keep track of the hours they work and the number of hours of paid leave taken in the same week.

   a. Full-time employees: hours worked, hours of furlough, and hours of paid leave, if any, added together must come to exactly 40 hours total, no more, no less.

   b. Part-time employees: you must keep the total hours equal to the number of hours for which they are normally paid. For example, half-time employees (20 hrs./week) must make sure all hours worked plus hours of furlough plus hours of paid leave equal 20 for that week.

   *They will not need to enter the regular hours worked, but will need to enter any paid leave, COVID-19 telework, or furlough hours into the timesheet.

11) Academic Year Faculty may begin taking furlough once their academic year position is active on August 16, 2020.