Hello,

All 9-month Faculty/Academic Staff/Limited Term employees (C-Basis) who earn leave and are working during the Summer Service or Summer Session months are required to complete a leave statement once during the summer. Only ONE entry is required even if you work multiple appointments throughout the summer.

Please use the attached instructions to submit your required Summer Leave report using your Employee Self Service (ESS) Absence portal to report any sick leave used during your summer appts or to report a Summer No Leave Taken entry (Summer Leave Submitted). The 'Summer Leave Submitted' entry through ESS should be submitted by the last day of your Summer appointment, but you will continue to have access even after the job terminates.

NOTE:
- Leave Reports are required to be submitted if an employee is working during the Summer Session/Summer Service months. You must report whether you took leave or not in order to avoid a Sick Leave Reduction next Fall.
- If you do not have access to ‘Enter Absence’ via the Portal for this Summer appointment please contact your Payroll Coordinator. We will be able to verify your Security is active and help troubleshoot the cause.

Contact us for More Information

If you have any questions/concerns, please feel free to contact to your UW Shared Services Payroll Coordinator below.

Sreekumari Nair (sreekumari.nair@uwss.wisconsin.edu) : UW Shared Services, UW System Admin, UW La Crosse
Hollie Moore (hollie.moore@uwss.wisconsin.edu): UW Parkside
Steve Marshall (steven.marshall@uwss.wisconsin.edu) : UW Platteville, UW River Falls, UW Stevens Point
Amy Bobylak (amy.bobylak@uwss.wisconsin.edu): UW Oshkosh, UW Green Bay, UW Superior
Tara Barbosa (tara.barbosa@uwss.wisconsin.edu) : Payroll Team Lead

Thank you,

Tara Barbosa
Payroll Lead Coordinator, UW-Shared Services Human Resources

432 North Lake Street, #105, Madison, WI 53706
Enter Summer Leave

All employees with 9 month and Summer Service and/or Summer Session appointment must enter sick leave absences for the summer. If no leave was taken a one time, ‘No Leave Taken’ entry must be entered. Entries made encompass the entire summer even for employees with more than one summer appointment.

WARNING: Failure to enter sick leave or No Leave Taken for the summer will result in loss of sick leave.

Access Summer Leave Reporting

NOTE: To record sick leave use or No Leave Taken during the academic calendar year, use the Request Absence tab.

1. Click the Time and Absence tile from the MyUW portal.
   a. All UW: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. UW Madison: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Select the Summer Appt. Leave Reporting tab.

Record Summer Sick Leave

1. Enter the Date of sick leave used in the Record Summer Appointment Sick Days Below area.

2. Enter the number of hours used for that day in the Hours field.

3. To enter additional dates, click the plus sign.

4. Click the green Submit button in the upper right corner.
   
   NOTE: A green success banner will appear at the top of the page.

5. Click the Action (hamburger) menu in the upper right and click Sign Out.
   
   NOTE: Additional sick leave absences can be entered later in the summer by following the same steps.

Enter Summer No Leave Taken

NOTE: No Leave Taken should not be entered until the end of the summer appointment.

1. Click the green Submit button in the upper right corner.
   
   NOTE: A green success banner will appear at the top of the page.

2. Click the Action (hamburger) menu in the upper right and click Sign Out.