## Timing and standards for reporting:

- Leave should be reported no later than the **5th of the month** following the end of the pay period.
  - Best practice is to record leave time used on a weekly basis.
  - When no leave is used in a month, best practice is to enter "no leave taken" on the last day of the pay period.
- Full-time employees should report leave in 4- or 8-hours increments and part-time employees should report actual hours rounded to one-hour increments in accordance with UPS Operational Policy BN 3.
  - The payroll system will automatically apply rounding rules, but best practice is to round before entry.

## Log into the My UW System portal and access the "Enter Absence" screen:

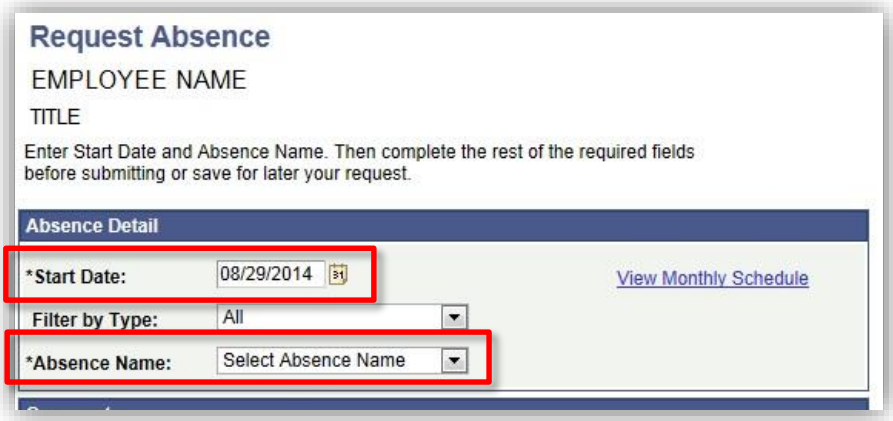
- https://my.wisconsin.edu/
- A link is available from the **HR Home Page** or from the UW-L Home Page in the **Quick Links** drop down menu.
- Locate the "Time & Absence" section in your My UW System portal, click on **Enter Absence**.

- This will bring up the **Absence Request** screen.
- **Note:** although the electronic system calls these absence "requests," the UW System employees use this system only to report absences already approved by their supervisors through their unit's existing time-off request processes.

## Report leave time used:

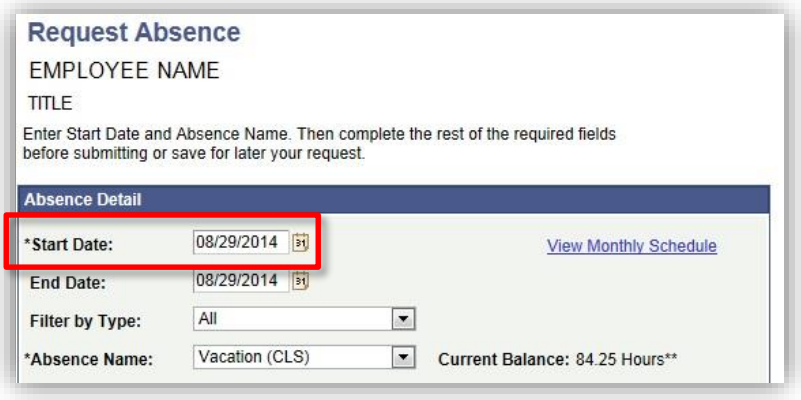
*If you did not use leave in the pay period for which you're reporting, scroll down to the report no leave taken section of this document for instructions.*

- First, fill in the **Start Date** field. The start date should be the date that you used leave time.
- Next, select the appropriate **Absence Name** field for the type of leave you're reporting (sick leave, vacation, etc.). This will populate corresponding fields, including the current balance for that leave type, end date, and duration.



## Report leave time used *(continued)*:

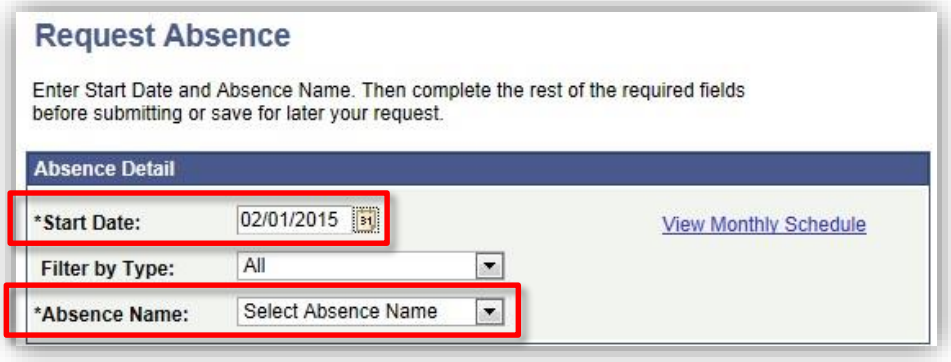
- Fill in the **End Date** field. The end date must be the same as the start date for a one-day absence. If using a range of multiple days, be sure not to include weekends.



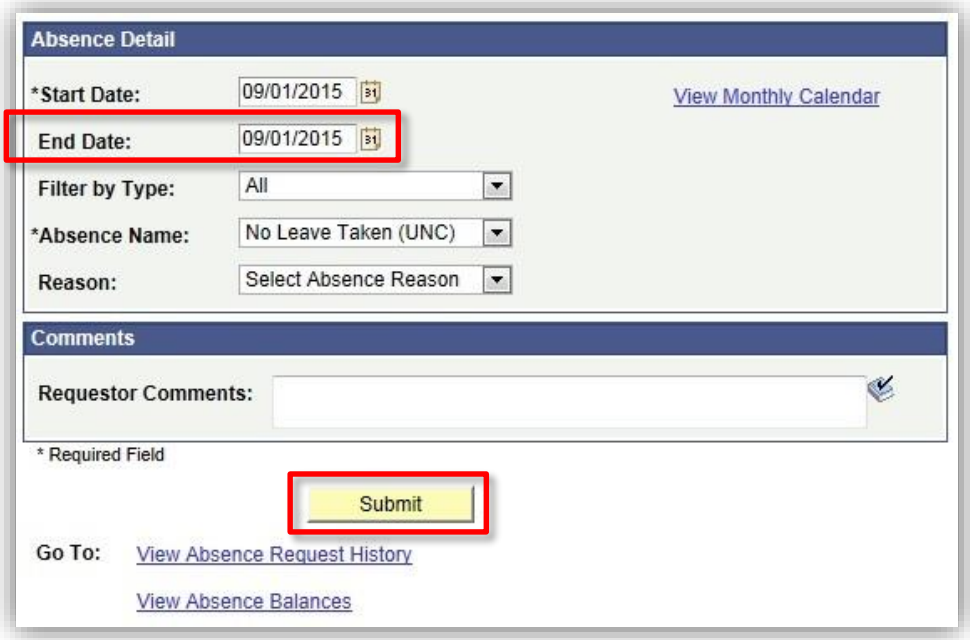

- Enter the number of hours of leave you are using that day in the **Hours Per Day** field.
- Click the "Calculate End Date or Duration" button to fill in the **Duration** field. Validate that the duration is the correct amount.
- Click the **Submit** button to send your absence for supervisor approval.
- If you need to make a change to an absence after you submit it:
  - If your supervisor hasn't approved the absence: your supervisor can push back the absence for correction. See the view absence request history & approval status section of this document for instructions on editing absences.
  - If your supervisor has already approved the absence: contact Human Resources.

## Report no leave taken:

- When you don't use leave, you need to report that no leave was taken using the first of the month as the absence date.
- First, fill in the **Start Date** field using the first of the month for which you're reporting. For example, if you are entering your September leave report, enter "09/01/20XX" as the start date.
- Next, select "No Leave Taken" in the **Absence Name** drop-down field. This will populate corresponding fields.

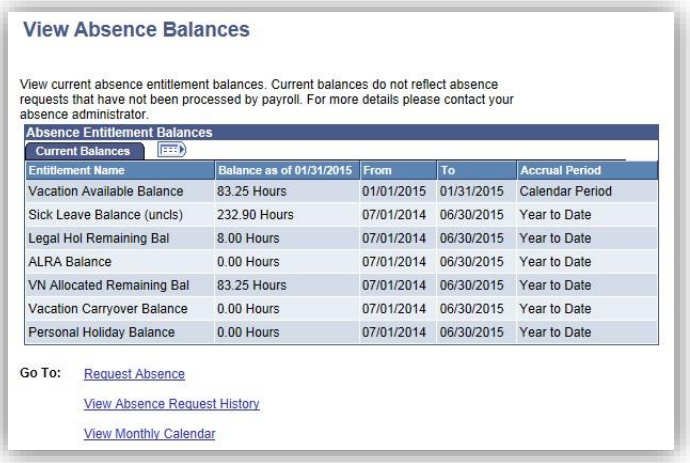



- Enter the **End Date**, it must be the same as the start date when entering no leave taken. For example, if you are entering your September leave report, enter "09/01/20XX" as the end date.
- Click the **Submit** button to send your entry for supervisor approval.
- If you need to make a change to an absence after you submit it:
  - If your supervisor hasn't approved the absence: your supervisor can push back the absence for correction. See the view absence request history & approval status section of this document for instructions on editing absences.
  - If your supervisor has already approved the absence: contact Human Resources.



## Review leave balances:

- Always check to make sure you have enough balance before you submit an absence.
- The "Request Absence" page displays a hyperlink to **View Absence Balances**.
    - The absence balances(s) are as of the most recent confirmed Payroll.



View Absence Balances

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

Absence Entitlement Balances

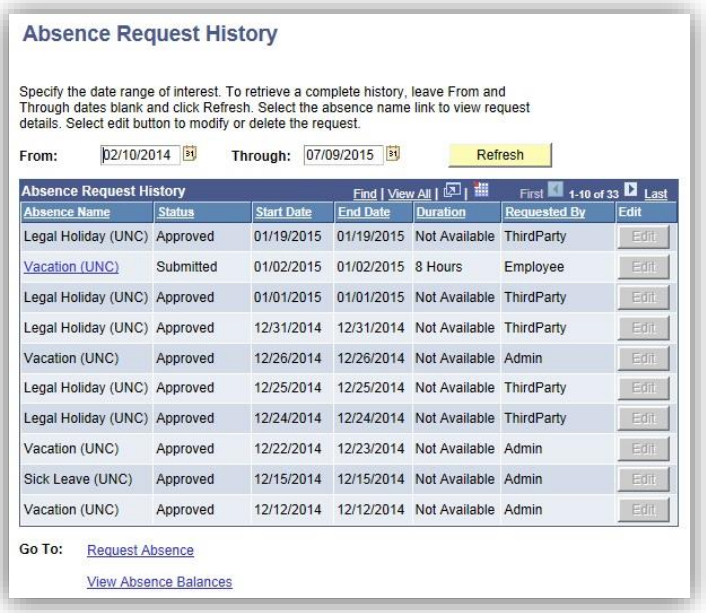
Current Balances

| Entitlement Name | Balance as of 01/31/2015 | From | To | Accrual Period |
|---|---|---|---|---|
| Vacation Available Balance | 83.25 Hours | 01/01/2015 | 01/31/2015 | Calendar Period |
| Sick Leave Balance (uncls) | 232.90 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| Legal Hol Remaining Bal | 8.00 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| ALRA Balance | 0.00 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| VN Allocated Remaining Bal | 83.25 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| Vacation Carryover Balance | 0.00 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| Personal Holiday Balance | 0.00 Hours | 07/01/2014 | 06/30/2015 | Year to Date |

Go To: Request Absence
View Absence Request History
View Monthly Calendar

## View absence request history & approval status:

- If you would like to see the status of your reported absence or absences you've reported in the past, the "Request Absence" page displays a hyperlink to **View Absence Request History.**
- This page will show you whether or not your supervisor has "approved" (i.e. signed off on) your absence entry.
    - **Approved**: The absence has been approved by the supervisor. If a change needs to be made, only the payroll coordinator can make any adjustments at this point.
    - **Submitted**: The absence has been submitted by the employee, but not approved by the supervisor yet.
    - **Pushed Back** or **Denied**: The absence has been sent back to the employee by the supervisor. The "Edit" button for the particular absence request will be active, allowing you to click on and make changes to that absence. If there is a change that you need to make, click the "Edit" button, change the fields you need to change and click the "submit" button.



Absence Request History

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

From: 02/10/2014 Through: 07/09/2015 Refresh

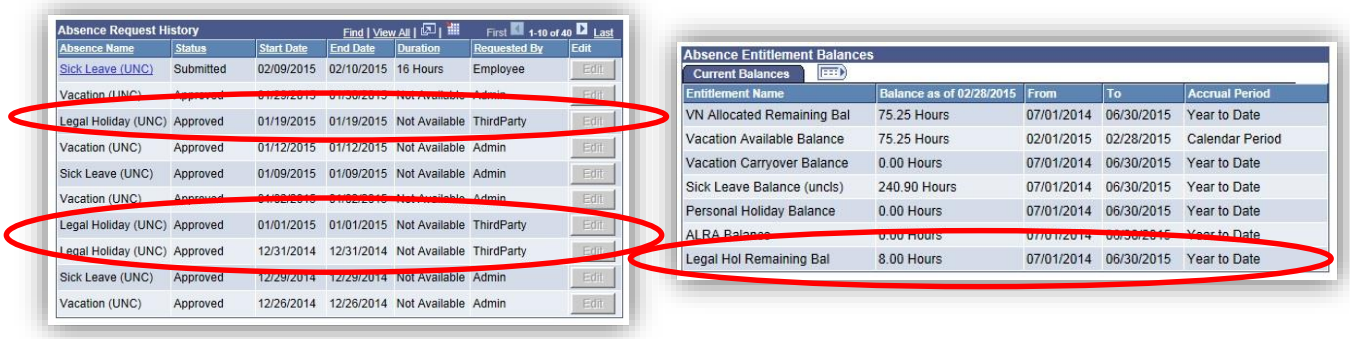
Absence Request History — Find | View All | First 1-10 of 33 Last

| Absence Name | Status | Start Date | End Date | Duration | Requested By | Edit |
|---|---|---|---|---|---|---|
| Legal Holiday (UNC) | Approved | 01/19/2015 | 01/19/2015 | Not Available | ThirdParty | Edit |
| Vacation (UNC) | Submitted | 01/02/2015 | 01/02/2015 | 8 Hours | Employee | Edit |
| Legal Holiday (UNC) | Approved | 01/01/2015 | 01/01/2015 | Not Available | ThirdParty | Edit |
| Legal Holiday (UNC) | Approved | 12/31/2014 | 12/31/2014 | Not Available | ThirdParty | Edit |
| Vacation (UNC) | Approved | 12/26/2014 | 12/26/2014 | Not Available | Admin | Edit |
| Legal Holiday (UNC) | Approved | 12/25/2014 | 12/25/2014 | Not Available | ThirdParty | Edit |
| Legal Holiday (UNC) | Approved | 12/24/2014 | 12/24/2014 | Not Available | ThirdParty | Edit |
| Vacation (UNC) | Approved | 12/22/2014 | 12/23/2014 | Not Available | Admin | Edit |
| Sick Leave (UNC) | Approved | 12/15/2014 | 12/15/2014 | Not Available | Admin | Edit |
| Vacation (UNC) | Approved | 12/12/2014 | 12/12/2014 | Not Available | Admin | Edit |

Go To: Request Absence
View Absence Balances

## Legal Holiday

- Legal holiday hours are automatically loaded on legal holidays and can be viewed in absence request history.
- Legal holiday balance shows as available leave to use, but may not be used as leave time except when an employees has earned floating holiday hours.
- Floating legal holiday hours are earned when:
    - Employee works on a legal holiday. In this case, the employee should inform HR via email about holiday time work, the loaded legal holiday hours used will be adjusted, and the employee will have floating legal holiday hour to use.
    - A legal holiday falls on a Saturday or Dec 24 and Jan 31 fall on Sundays. This is rare, but July 4, 2015 did fall on a Saturday, so employees with annual 12-month appointments may use those hours as floating holiday at any time during fiscal year 2015-16.
- The system will not stop you from entering legal holiday, but if you run out of legal holiday hours, you may be put in leave without pay status



Absence Request History — Find | View All | First 1-10 of 40 Last

| Absence Name | Status | Start Date | End Date | Duration | Requested By | Edit |
|---|---|---|---|---|---|---|
| Sick Leave (UNC) | Submitted | 02/09/2015 | 02/10/2015 | 16 Hours | Employee | Edit |
| Vacation (UNC) | Approved | 01/29/2015 | 01/30/2015 | Not Available | Admin | Edit |
| Legal Holiday (UNC) | Approved | 01/19/2015 | 01/19/2015 | Not Available | ThirdParty | Edit |
| Vacation (UNC) | Approved | 01/12/2015 | 01/12/2015 | Not Available | Admin | Edit |
| Sick Leave (UNC) | Approved | 01/09/2015 | 01/09/2015 | Not Available | Admin | Edit |
| Vacation (UNC) | Approved | 01/02/2015 | 01/02/2015 | Not Available | Admin | Edit |
| Legal Holiday (UNC) | Approved | 01/01/2015 | 01/01/2015 | Not Available | ThirdParty | Edit |
| Legal Holiday (UNC) | Approved | 12/31/2014 | 12/31/2014 | Not Available | ThirdParty | Edit |
| Sick Leave (UNC) | Approved | 12/29/2014 | 12/29/2014 | Not Available | Admin | Edit |
| Vacation (UNC) | Approved | 12/26/2014 | 12/26/2014 | Not Available | Admin | Edit |

Absence Entitlement Balances — Current Balances

| Entitlement Name | Balance as of 02/28/2015 | From | To | Accrual Period |
|---|---|---|---|---|
| VN Allocated Remaining Bal | 75.25 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| Vacation Available Balance | 75.25 Hours | 02/01/2015 | 02/28/2015 | Calendar Period |
| Vacation Carryover Balance | 0.00 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| Sick Leave Balance (uncls) | 240.90 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| Personal Holiday Balance | 0.00 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| ALRA Balance | 0.00 Hours | 07/01/2014 | 06/30/2015 | Year to Date |
| Legal Hol Remaining Bal | 8.00 Hours | 07/01/2014 | 06/30/2015 | Year to Date |

# Questions? Contact HR at 785-8013