ESS – Absence Entry – Exempt University Staff

Timing:

- It is recommended that you enter your hours and absences weekly.
- You should enter and submit all hours and absences no later than the end of your shift on the last day worked each week.
- The deadline to enter and submit hours and absences is 10:00 a.m. the Monday following the end of a pay period.
- Full-time exempt employees are required to report leave in 4- or 8-hour increments.
    - If absence is less than 2 hours, no leave should be reported
    - If absence is between 2 and 6 hours, 4 hours of leave should be reported
    - If absence is greater thank 6 hours, 8 hours of leave should be reported
- Part-time exempt employees will report leave in quarter-hour increments.

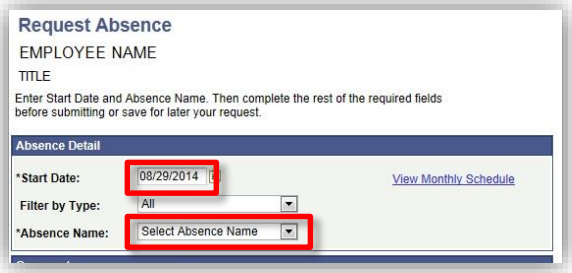
Log into the My UW System portal:

- 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.

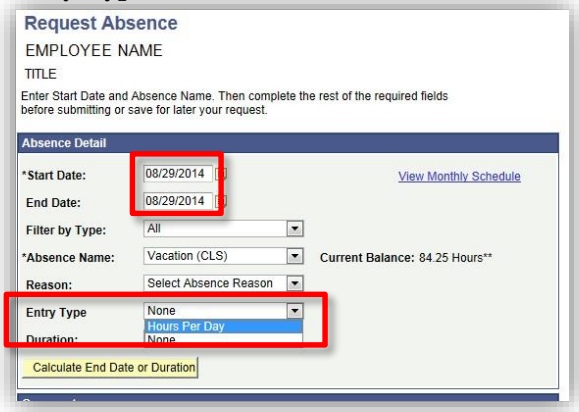
Enter Your Absences:

- Locate the "Time & Absence" section in your My UW System portal, click on **Enter Absence**.

- This will bring up the A**bsence Request** screen. Although the system calls it an absence "request," use this to report absences already approved by your supervisor through your unit's normal process.
- First, fill in the ***Start Date** and ***Absence Name** fields. This will populate corresponding fields, including the current balance for that leave type, end date, and duration.

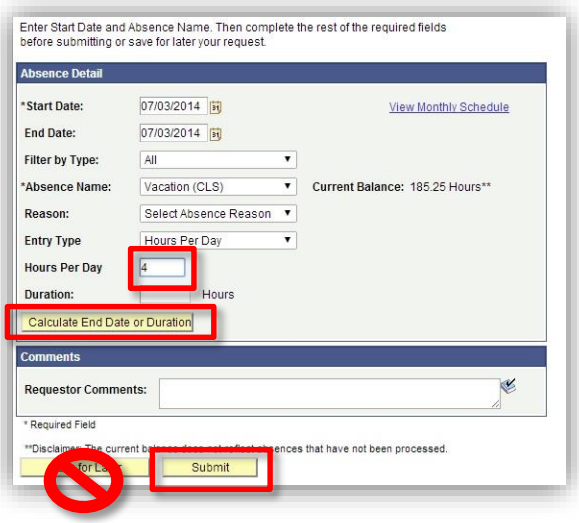


- Enter the **End Date**, it must be the same as the start date.
- Select "Hours Per Day" for the **Entry Type**.



Enter Your Absences *(continued)*:

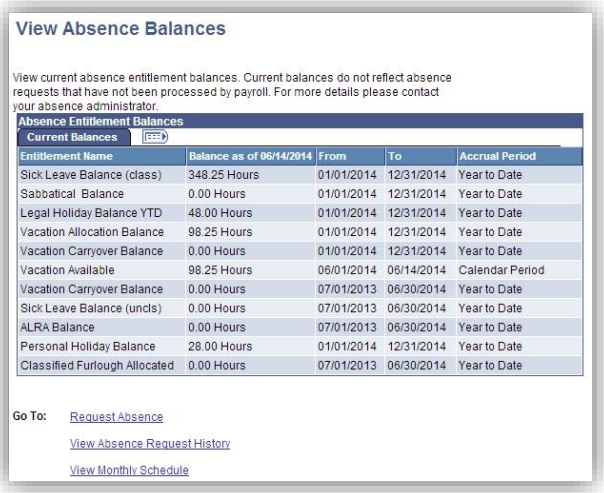
- Enter the number of hours of leave you are using that day in the **Hours Per Day** field.
- Click the "Calculate End Date or Duration" button to fill in the **Duration** field.



- Click the **Submit** button to save your absence for supervisor approval. Best practice is to not use the **Save for Later** button.
- If you need to make a change to an absence after you submit it:
  - If your supervisor hasn't approved it: your supervisor can push back the absence for correction.
  - If your supervisor has already approved it: contact Human Resources.
- Full-time employees: When reporting on your timesheet, it's important to ensure that your time worked is at least 40 hours per week even in weeks where absences were rounded for the 4- or 8-hour rounding rule.
  - For example, if you were absent less than 2 hours and did not need to use leave time, make sure to report a full 8 hour day of work so you are paid appropriately.

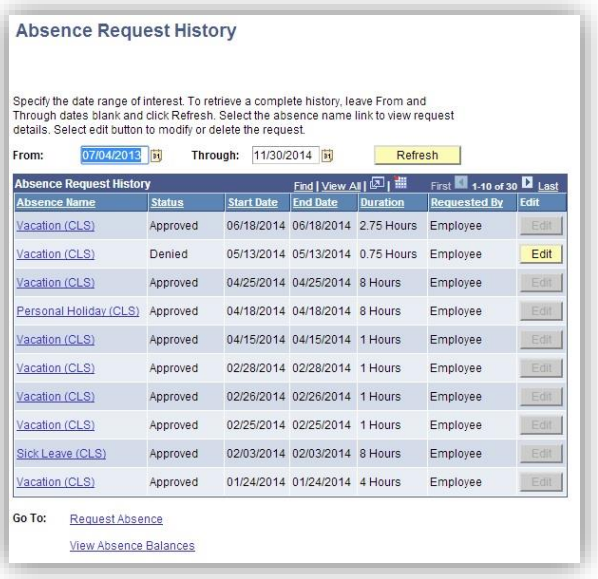
View Absence Balances:

- 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.

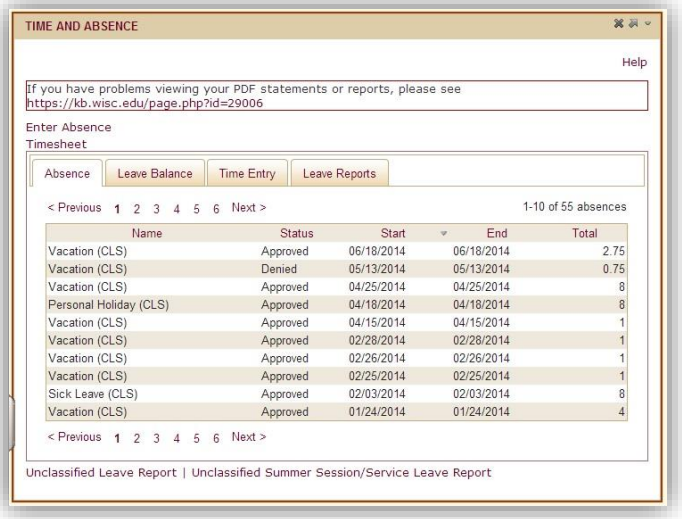


View Absence Request History & Approval Status:

- 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 your absence entry.
  - **Approved**: The absence has been approved by your 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 it and edit that absence.



- You can also view the approval status of your absences in your portal.



Questions? Need help entering your absences?
Contact HR at 785-8013