WISCONSIN SYSTEM HRS

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
 - 0 If absence is between 2 and 6 hours, 4 hours of leave should be reported
 - 0 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:

- <u>https://my.wisconsin.edu/</u>
- 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.

		Help
If you have	problems viewing your PDF statements or reports, please see	
https://kb.v	visc.edu/page.php?id=29006	
Enter Abser	ce	

- This will bring up the Absence Request screen. Although the system calls it an absence "request," use this to <u>report</u> 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**.

Request Abs	sence	
EMPLOYEE N	AME	
TITLE		
Enter Start Date and before submitting or :	Absence Name. Then complete save for later your request.	the rest of the required fields
Absence Detail		
*Start Date:	08/29/2014	View Monthly Schedule
End Date:	08/29/2014	
Filter by Type:	All	•
*Absence Name:	Vacation (CLS)	Current Balance: 84.25 Hours**
Reason:	Select Absence Reason	•
Entry Type	None	
	Hours Per Day	

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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.

Start Date: 07/03/2014 View Monthly Schedule ind Date: 07/03/2014 View Monthly Schedule ilter by Type: All Absence Name: Vacation (CLS) Current Balance: 185.25 Hours** Iteason: Select Absence Reason Intry Type Hours Per Day Hours Columba End Pate & Duption Columba End Pate & Duption			
ind Date: 07/03/2014 ii iitter by Type: All All Absence Name: Vacation (CLS) Current Balance: 185.25 Hours** Reason: Select Absence Reason intry Type Hours Per Day Hours Per Day	Start Date:	07/03/2014	View Monthly Schedule
Filter by Type: All Absence Name: Vacation (CLS) Current Balance: 185.25 Hours** Reason: Select Absence Reason intry Type Hours Per Day Hours Per Day Hours Hour	End Date:	07/03/2014	
Absence Name: Vacation (CLS) Current Balance: 185.25 Hours** Reason: Select Absence Reason Fintry Type Hours Per Day Hours Per Day Hours Hours Hours Hours	Filter by Type:	All	T
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Aurs Per Day	Reason:	Select Absence Reason	T
Hours Per Day	Entry Type	Hours Per Day	T
Duration: Hours	Hours Per Day	4	
Colculate End Date or Duration	Duration:	Hours	
	Calculate End Dat	e or Duration	
	omments		
omments	Requestor Comme	ents:	×.
Acquestor Comments:			
Acquestor Comments:	Required 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.
 - o 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.

Absence	e Entitlement	Balances	5			
Entitlem	nent Name	()	Balance as of 06/14/2014	From	То	Accrual Period
Sick Lea	ave Balance (o	lass)	348.25 Hours	01/01/2014	12/31/2014	Year to Date
Sabbatical Balance		0.00 Hours	01/01/2014	12/31/2014	Year to Date	
Legal H	loliday Balance	e YTD	48.00 Hours	01/01/2014	12/31/2014	Year to Date
Vacation	n Allocation Ba	alance	98.25 Hours	01/01/2014	12/31/2014	Year to Date
Vacation	n Carryover Ba	lance	0.00 Hours	01/01/2014	12/31/2014	Year to Date
Vacation	n Available		98.25 Hours	06/01/2014	06/14/2014	Calendar Period
Vacation	n Carryover Ba	lance	0.00 Hours	07/01/2013	06/30/2014	Year to Date
Sick Leave Balance (uncls)		0.00 Hours	07/01/2013	06/30/2014	Year to Date	
ALRA B	alance		0.00 Hours	07/01/2013	06/30/2014	Year to Date
Personal Holiday Balance		28.00 Hours	01/01/2014	12/31/2014	Year to Date	
Classified Furlough Allocated		0.00 Hours	07/01/2013	06/30/2014	Year to Date	

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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.

Specify the date range of hrough dates blank and	interest. To re click Refresh.	trieve a compl Select the ab	ete history, le sence name	ave From and link to view re	i quest	
rom: 07/04/2013	io modily of a	ugh: 11/30/2	2014 🕅	Refre	sh	
Absence Request Histor	у		Find View A	al 🖾 I 🖩	First 🚺 1-10 of 3	o 🛛 Last
Absence Name	<u>Status</u>	Start Date	End Date	Duration	Requested By	Edit
Vacation (CLS)	Approved	06/18/2014	06/18/2014	2.75 Hours	Employee	Edit
Vacation (CLS)	Denied	05/13/2014	05/13/2014	0.75 Hours	Employee	Edit
Vacation (CLS)	Approved	04/25/2014	04/25/2014	8 Hours	Employee	Edit
Personal Holiday (CLS)	Approved	04/18/2014	04/18/2014	8 Hours	Employee	Edit
Vacation (CLS)	Approved	04/15/2014	04/15/2014	1 Hours	Employee	Edit
Vacation (CLS)	Approved	02/28/2014	02/28/2014	1 Hours	Employee	Edit
Vacation (CLS)	Approved	02/26/2014	02/26/2014	1 Hours	Employee	Edit
Vacation (CLS)	Approved	02/25/2014	02/25/2014	1 Hours	Employee	Edit
Sick Leave (CLS)	Approved	02/03/2014	02/03/2014	8 Hours	Employee	Edit
Vacation (CLS)	Approved	01/24/2014	01/24/2014	4 Hours	Employee	Edit

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

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r Absence sheet				
sheet				
Lang Balance Trace		Durate		
Disence Leave Dalance Time I	Leave	e Reports		
Previous 1 2 3 4 5 6 Ne>	t >			1-10 of 55 absences
Name	Status	Start	End	Total
/acation (CLS)	Approved	06/18/2014	06/18/2014	2.75
/acation (CLS)	Denied	05/13/2014	05/13/2014	0.75
/acation (CLS)	Approved	04/25/2014	04/25/2014	8
Personal Holiday (CLS)	Approved	04/18/2014	04/18/2014	8
/acation (CLS)	Approved	04/15/2014	04/15/2014	1
acation (CLS)	Approved	02/28/2014	02/28/2014	1
/acation (CLS)	Approved	02/26/2014	02/26/2014	1
/acation (CLS)	Approved	02/25/2014	02/25/2014	1
	Approved	02/03/2014	02/03/2014	8
Sick Leave (CLS)				

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