

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.
- If you do not submit your hours and absences by 10:00 a.m. Monday, contact Human Resources.

Log into the My UW System portal:

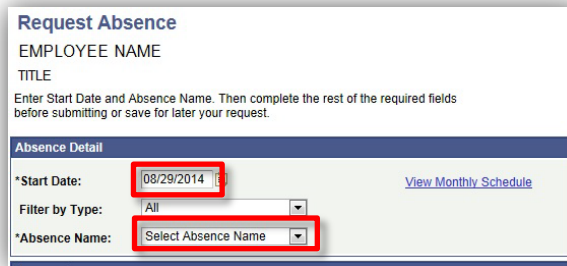
- <https://my.wisconsin.edu/>
- A link is available from the **HR Home Page** or from the UW-L Home Page in the **Quick Links** drop down menu.

Enter Your Absences:

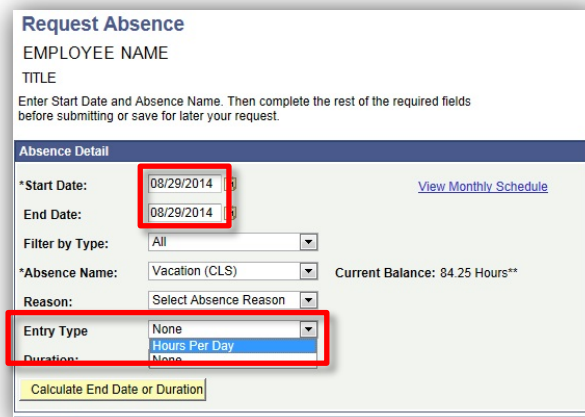
- Locate the “Time & Absence” section in your My UW System portal, click on **Enter Absence**.



- This will bring up the **Absence 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.

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 07/03/2014 [View Monthly Schedule](#)

End Date: 07/03/2014

Filter by Type: All

*Absence Name: Vacation (CLS) **Current Balance: 185.25 Hours****

Reason: Select Absence Reason

Entry Type: Hours Per Day

Hours Per Day: 4

Duration: Hours

Calculate End Date or Duration

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

- 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.

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 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 06/14/2014	From	To	Accrual Period
Sick Leave Balance (class)	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 Holiday Balance YTD	48.00 Hours	01/01/2014	12/31/2014	Year to Date
Vacation Allocation Balance	98.25 Hours	01/01/2014	12/31/2014	Year to Date
Vacation Carryover Balance	0.00 Hours	01/01/2014	12/31/2014	Year to Date
Vacation Available	98.25 Hours	06/01/2014	06/14/2014	Calendar Period
Vacation Carryover Balance	0.00 Hours	07/01/2013	06/30/2014	Year to Date
Sick Leave Balance (uncds)	0.00 Hours	07/01/2013	06/30/2014	Year to Date
ALRA Balance	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

Go To: [Request Absence](#)
[View Absence Request History](#)
[View Monthly Schedule](#)

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.

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: Through:

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Vacation (CLS)	Approved	06/18/2014	06/18/2014	2.75 Hours	Employee	<input type="button" value="Edit"/>
Vacation (CLS)	Denied	05/13/2014	05/13/2014	0.75 Hours	Employee	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	04/25/2014	04/25/2014	8 Hours	Employee	<input type="button" value="Edit"/>
Personal Holiday (CLS)	Approved	04/18/2014	04/18/2014	8 Hours	Employee	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	04/15/2014	04/15/2014	1 Hours	Employee	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	02/28/2014	02/28/2014	1 Hours	Employee	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	02/26/2014	02/26/2014	1 Hours	Employee	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	02/25/2014	02/25/2014	1 Hours	Employee	<input type="button" value="Edit"/>
Sick Leave (CLS)	Approved	02/03/2014	02/03/2014	8 Hours	Employee	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	01/24/2014	01/24/2014	4 Hours	Employee	<input type="button" value="Edit"/>

Go To: [Request Absence](#)
[View Absence Balances](#)

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

TIME AND ABSENCE

Help

If you have problems viewing your PDF statements or reports, please see <https://kb.wisc.edu/page.php?id=29006>

Enter Absence Timesheet

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Name	Status	Start	End	Total
Vacation (CLS)	Approved	06/18/2014	06/18/2014	2.75
Vacation (CLS)	Denied	05/13/2014	05/13/2014	0.75
Vacation (CLS)	Approved	04/25/2014	04/25/2014	8
Personal Holiday (CLS)	Approved	04/18/2014	04/18/2014	8
Vacation (CLS)	Approved	04/15/2014	04/15/2014	1
Vacation (CLS)	Approved	02/28/2014	02/28/2014	1
Vacation (CLS)	Approved	02/26/2014	02/26/2014	1
Vacation (CLS)	Approved	02/25/2014	02/25/2014	1
Sick Leave (CLS)	Approved	02/03/2014	02/03/2014	8
Vacation (CLS)	Approved	01/24/2014	01/24/2014	4

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Unclassified Leave Report | Unclassified Summer Session/Service Leave Report

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