



HRS Employee Self Service

Time and Absence Entry



Why use ESS?

- Avoid entry errors
 - Employees enter directly into system
- Save time & effort
 - Submit time online from anywhere! No more printing timesheets, waiting for supervisor signature, walking to HR
- Save paper!
 - About 350 timesheets per pay period (not including revised)
 - About 14 pay periods per 5,000 sheet box
 - Save 2+ boxes of paper each year!
 - 13oz of water to produce a single sheet of paper (1000+ gallons each year)

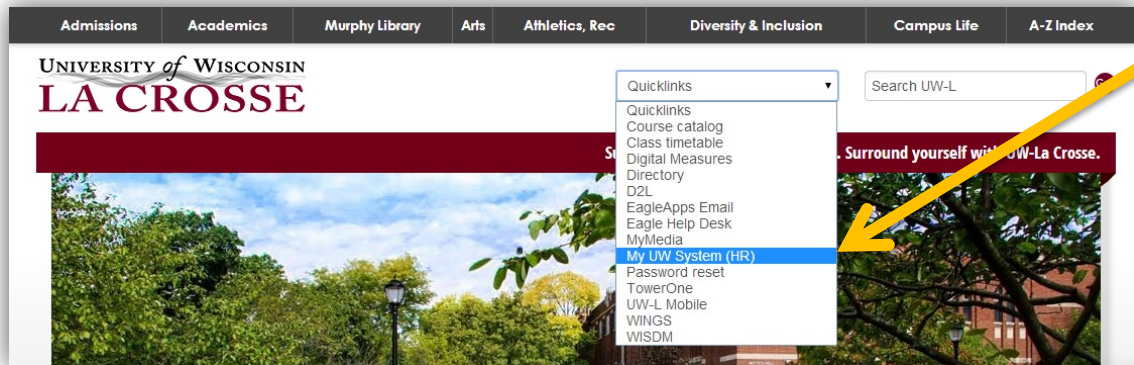


Timing

- Enter your time and absences weekly
- Enter and submit all hours and absences no later than the end of your shift on the last day worked each week
- The deadline is 10:00 a.m. on Monday following the end of a pay period

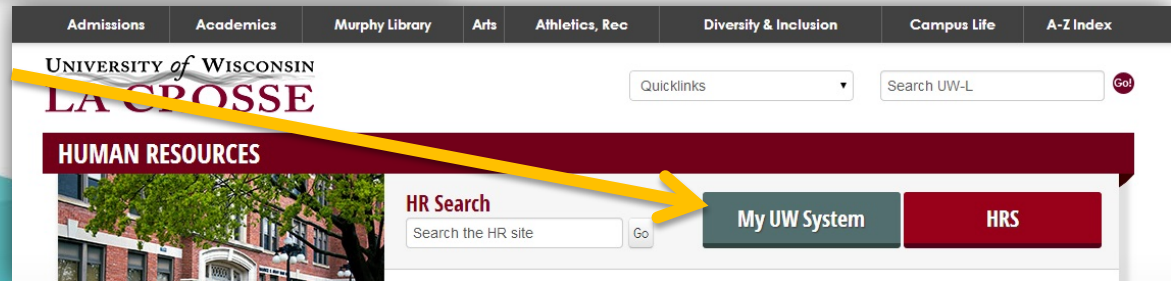
Log in to My UW System Portal

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

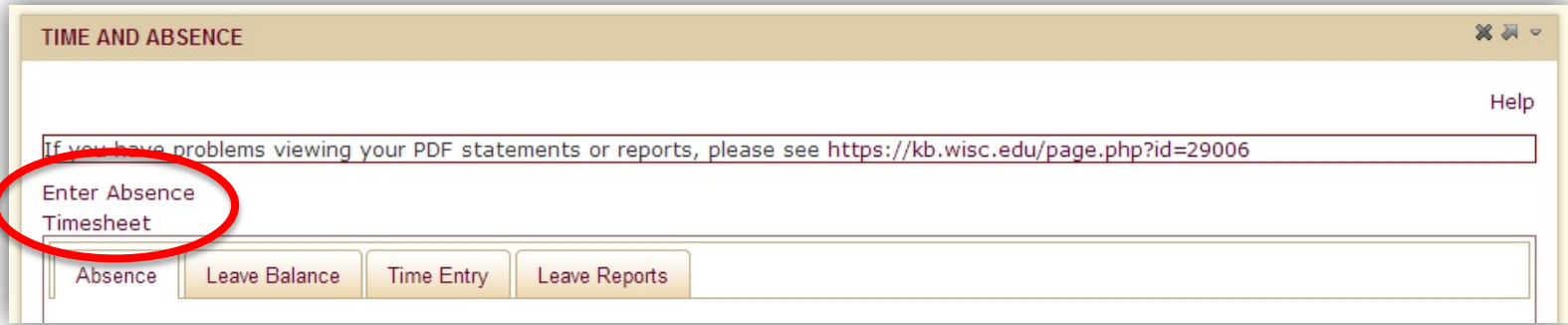


UW-L Quicklinks

HR webpage



My UW System portal Time and Absence section



- The "enter absence" and "timesheet" hyperlinks take you to the HRS Employee Self Service page



Absence Entry



Absence Entry

Things to Remember

- Record absences in HRS, not request
- Always use hours per day field
- Don't "save for later"
- If you need to make changes, supervisor needs to "push back"
- Make sure you have enough leave to use

View Request History

In HRS

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](#)

In 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

< Previous 1 2 3 4 5 6 Next > 1-10 of 55 absences

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



Time Entry



Time Entry - Things to Remember

- Submit time even when you worked your pre-populated schedule
- Use military time OR am/pm (*non-exempt*)
- Round hours/punches to quarter hour increments
 - 4.25 hours, 4.5 hours, 4.75 hours, 5.0 hours, etc...
 - 8:15 am, 8:30 am, 8:45 am, 9:00 am, etc...
- Partial day absences - remember to enter time/hours for the remainder of the day
- Enter both REG and WKD hours for weekend differential (*exempt*)

View Approval Status

Timesheet

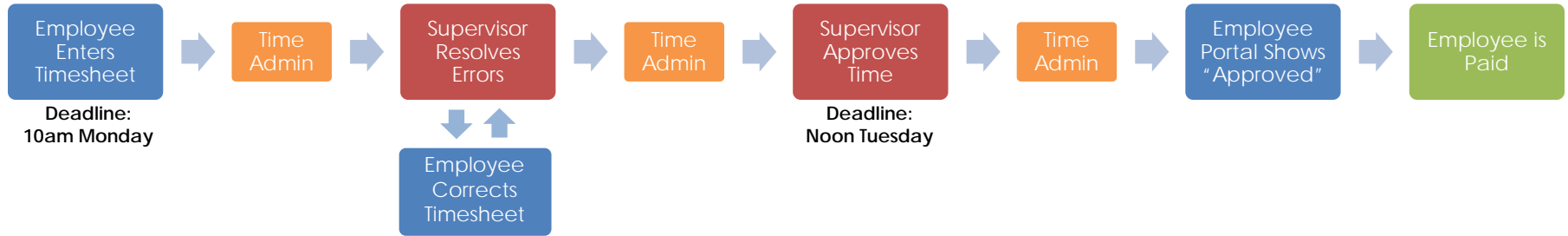
Absence Leave Balance **Time Entry** Leave Reports

< Previous 1 2 3 4 5 6 7 8 ... 53 54 Next > 1-10 of 532 entries

Date	Status	Total	Type
06/23/2014	Needs Approval	8.00	Regular Hours
06/20/2014	Needs Approval	4.25	Regular Hours
06/19/2014	Needs Approval	7.25	Regular Hours
06/18/2014	Needs Approval	6.25	Regular Hours
06/17/2014	Needs Approval	5.25	Regular Hours
06/16/2014	Needs Approval	12.00	Regular Hours
06/16/2014	Needs Approval	1.00	Night Differential
06/14/2014	Taken by Payroll	4.00	Weekend Differential
06/14/2014	Taken by Payroll	1.00	Regular Hours
06/14/2014	Taken by Payroll	3.00	Overtime 1.5

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Time Administration Process



- Time Admin process runs 7 times per day
- Begins approximately every 2 hours during work day
 - 4am, 9am, 11am, 1pm, 3pm, 7pm, midnight
- Takes up to one hour to complete



Ask Questions!

