HRS Employee Self Service

Leave Report Entry

Why use ESS?

- It's efficient
  - Employees enter leave directly into system, eliminating potential for HR entry error
- It's convenient
  - Submit leave online from any computer, anywhere
  - No more printing, waiting for supervisor signature, wondering if HR received it
- It saves paper
  - HR receives about 875 leave reports each month, over 10,000 each year.
  - We'll save 2+ boxes of paper each year!

Leave Reporting Background

Why is leave reporting important?

- [UPG 9.09(1)(b)](#) & [UPG 10.10(1)(b)](#): Each UW System unclassified employee is required to complete, sign, and file a monthly leave report with his/her designated unit record keeper whether or not leave is used. The leave report must contain the written attestation *"I certify that my leave report is accurate. I understand that misrepresentation can lead to disciplinary action."*

- [UPG 10.10(2)](#):[A]ny employee who fails to file a report on leave usage as required by UW System policy in one or more months of any year shall not be permitted to accrue sick leave for that year in an amount exceeding the cap.

How do I report leave?

- Part-time positions (less than 100% FTE)
  - Report actual hours used rounded to quarter-hour increments
- Full-time positions (100% FTE)
  - Time used is less than 2 hours, report 0 hours
  - Time used is at least 2 but less than 6 hours, report 4 hours
  - Time used is equal to or greater than 6 hours, report 8 hours
- HRS will automatically apply rounding rules
- Best practice is to round before entry
- FMLA & worker's comp leave is reported differently

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Timing of reporting leave

- Same deadlines as paper leave reports
  - Leave is reported no later than the 5th of the month following the end of the pay period
  - Supervisor reviews and approves leave no later than the 10th of the month
- Best practice is to record any 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
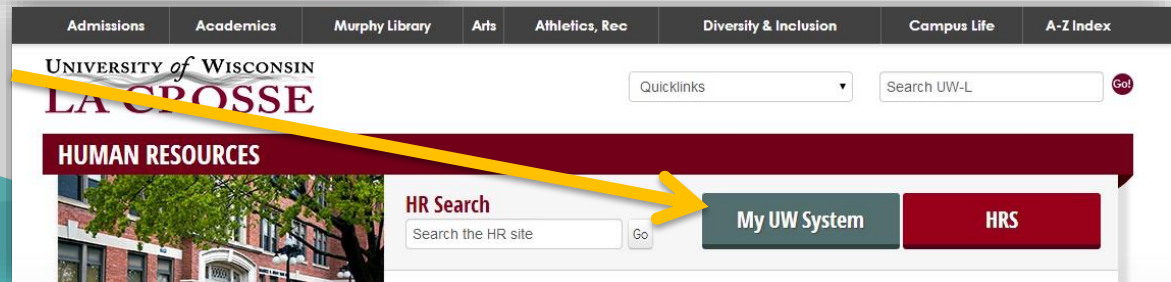
Absence Entry

Log in to My UW System Portal

- https://my.wisconsin.edu/
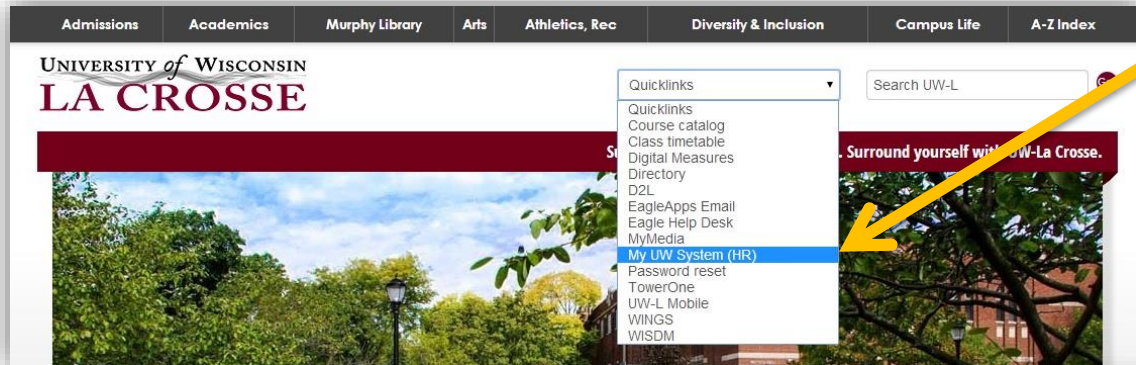
UW-L Quicklinks

HR webpage

My UW System portal
Time and Absence section

- The "enter absence" hyperlink takes you to the HRS Employee Self Service page

Absence Entry
Things to Remember

- <u>Record</u> absences in HRS, not request

- Must enter "No Leave Taken" in months where no leave is used

- Make sure you have enough leave balance to use before you click "submit" (before you take time off)

- If you need to make changes, supervisor needs to "push back"

- Use "view absence request history" link to make correction to absences that have been pushed back

Entry of leave time used

Entry of no leave taken

Use the first day of the month for which you are reporting for both start **and** end date

More fields populate when you select the "no leave taken" absence name

View Request History

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: 07/04/2013   Through: 11/30/2014   Refresh

Absence Request History   Find | View All   First ◄ 1-10 of 30 ► Last

Absence Name	Status	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

Go To: Request Absence

         View Absence Balances

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View Absence Balances

Legal Holidays

- Legal holiday hours are automatically loaded on legal holidays (you can view in absence request history)
- Legal holiday balance shows as available leave to use
- <u>Do not</u> enter legal holiday hours except when you have a floating holiday hours.
  - You worked on a legal holiday (in this case, email HR and loaded legal holiday hours will be voided)
  - A legal holiday falls on a Saturday (July 4, 2015 may be used as floating holiday in FY16 for annual appointments)
- 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

Ask Questions!

Megan Stauffacher
Cedric Steine
Deanna Kabliska
Beth Hill

608-785-8013