



# **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

# Timing of reporting leave

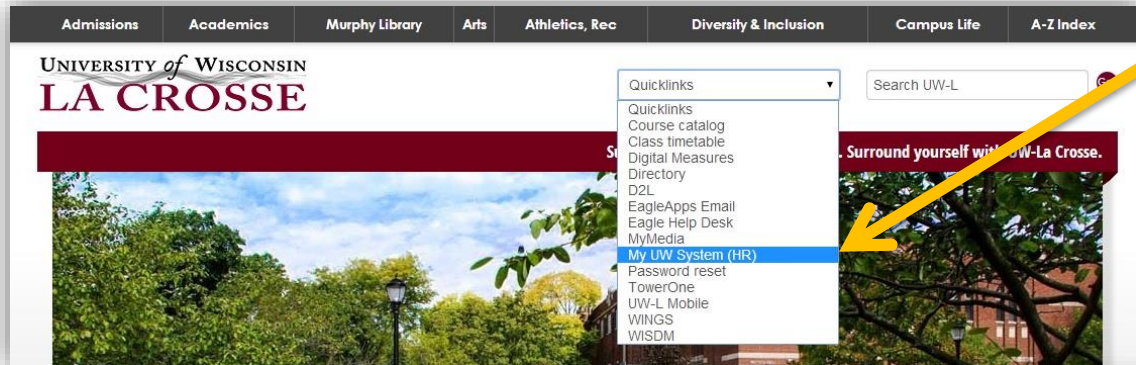
- Same deadlines as paper leave reports
  - Leave is reported no later than the 5<sup>th</sup> of the month following the end of the pay period
  - Supervisor reviews and approves leave no later than the 10<sup>th</sup> of the month
- Best practice is to record any leave time used on a weekly basis
- 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

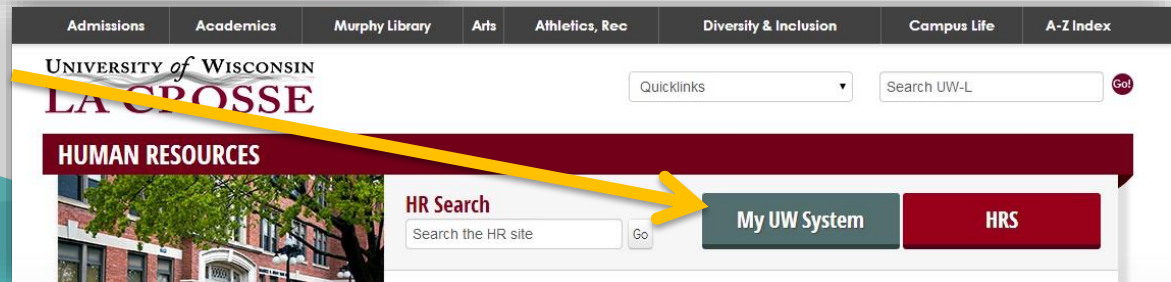
# Log in to My UW System Portal

- <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

- Record 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

## Request Absence

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:  [View Monthly Calendar](#)

End Date:

Filter by Type:

\*Absence Name:  Current Balance: 232.90 Hours\*\*

Reason:

Entry Type:

Hours Per Day:

Duration:  Hours

[Calculate End Date or Duration](#)

### Comments

Requestor Comments:

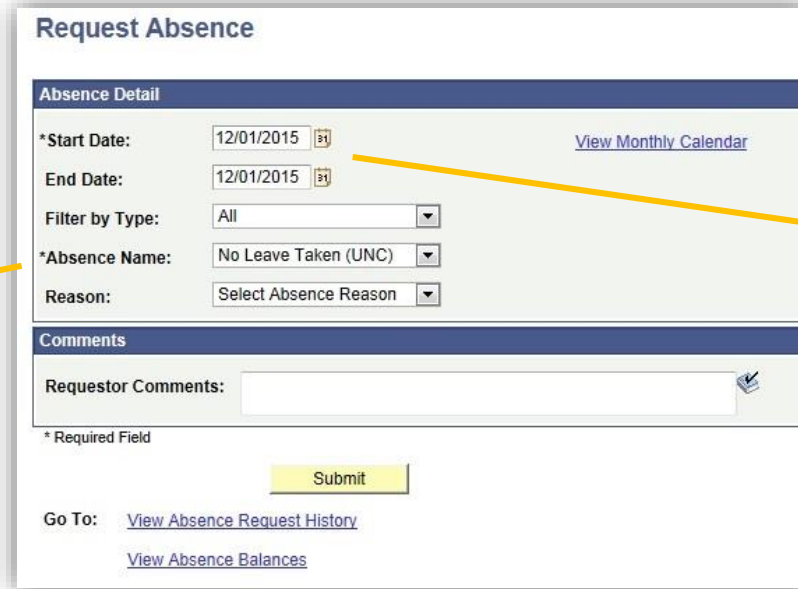
\* Required Field

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

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

# Entry of no leave taken

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



The screenshot shows a web form titled "Request Absence". It has two main sections: "Absence Detail" and "Comments".

- Absence Detail:**
  - \*Start Date: 12/01/2015 (calendar icon)
  - End Date: 12/01/2015 (calendar icon)
  - Filter by Type: All (dropdown menu)
  - \*Absence Name: No Leave Taken (UNC) (dropdown menu)
  - Reason: Select Absence Reason (dropdown menu)
- Comments:**
  - Requestor Comments: (text input field)

Annotations: A yellow arrow points from the text "More fields populate when you select the 'no leave taken' absence name" to the "Absence Name" dropdown. Another yellow arrow points from the text "Use the first day of the month for which you are reporting for both start and end date" to the "Start Date" and "End Date" fields.

\* Required Field

Submit

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

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

# 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:  Through:

Absence Request History							Find   View All	First	1-10 of 30	Last
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit				
<a href="#">Vacation (CLS)</a>	Approved	06/18/2014	06/18/2014	2.75 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Vacation (CLS)</a>	Denied	05/13/2014	05/13/2014	0.75 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Vacation (CLS)</a>	Approved	04/25/2014	04/25/2014	8 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Personal Holiday (CLS)</a>	Approved	04/18/2014	04/18/2014	8 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Vacation (CLS)</a>	Approved	04/15/2014	04/15/2014	1 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Vacation (CLS)</a>	Approved	02/28/2014	02/28/2014	1 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Vacation (CLS)</a>	Approved	02/26/2014	02/26/2014	1 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Vacation (CLS)</a>	Approved	02/25/2014	02/25/2014	1 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Sick Leave (CLS)</a>	Approved	02/03/2014	02/03/2014	8 Hours	Employee	<input type="button" value="Edit"/>				
<a href="#">Vacation (CLS)</a>	Approved	01/24/2014	01/24/2014	4 Hours	Employee	<input type="button" value="Edit"/>				

Go To: [Request Absence](#)

[View Absence Balances](#)

# View Absence Balances

## 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 01/31/2015	From	To	Accrual Period
Vacation Available Balance	83.25 Hours	01/01/2015	01/31/2015	Calendar Period
Sick Leave Balance (uncls)	232.90 Hours	07/01/2014	06/30/2015	Year to Date
Legal Hol Remaining Bal	8.00 Hours	07/01/2014	06/30/2015	Year to Date
ALRA Balance	0.00 Hours	07/01/2014	06/30/2015	Year to Date
VN Allocated Remaining Bal	83.25 Hours	07/01/2014	06/30/2015	Year to Date
Vacation Carryover Balance	0.00 Hours	07/01/2014	06/30/2015	Year to Date
Personal Holiday Balance	0.00 Hours	07/01/2014	06/30/2015	Year to Date

Go To: [Request Absence](#)

[View Absence Request History](#)

[View Monthly Calendar](#)

# 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
- Do not 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!

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