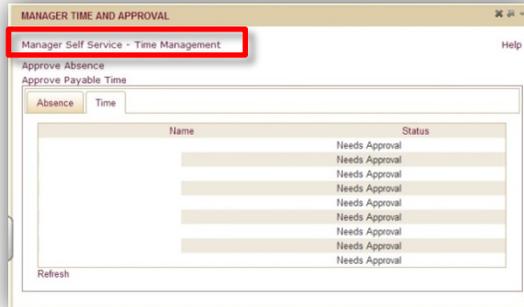


Timing:

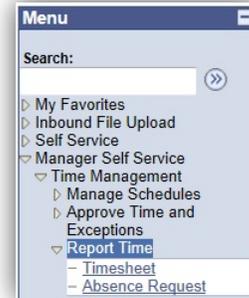
- It is recommended that you approve your employee(s) time on the Monday following the end of a pay period.
- Supervisors have until Noon on Tuesday following a pay period to approve employee's hours.
- If you do NOT approve an employee's time correctly, they may NOT be paid!
- You should complete these steps in order: review timesheet, approve absences, clean up exceptions, approve payable time.
- Although the system calls it an absence "request," HRS is used to report absences that have already been approved through your unit's normal process.

Log in:

- My UW System portal at <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.
- Go to the "Manager Time and Approval" section on your portal.
- Click on the **Manager Self Service - Time Management** link.
- If you are already in HRS, use the menu to access **Manager Self Service**.



OR



Review timesheet:

- On the "Manager Self Service" menu in HRS, click the **Timesheet** link.



- Best practice is to review the employee's timesheet before approving absences to ensure the requested absences do not put the employee in overtime status.

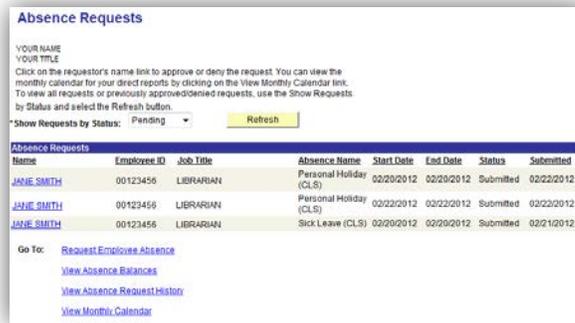
Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
Sun	7/13	New								0.00	
Mon	7/14	New								8.00	
Tue	7/15	Submitted		8:00:00AM	12:15:00PM	1:00:00PM	5:00:00PM	8.25		8.00	
Wed	7/16	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		8.00	
Thu	7/17	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		8.00	
Fri	7/18	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		8.00	
Sat	7/19	New								0.00	
Sun	7/20	New								0.00	
Mon	7/21	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		8.00	
Tue	7/22	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		8.00	
Wed	7/23	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		8.00	
Thu	7/24	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		8.00	
Fri	7/25	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		8.00	
Sat	7/26	New								0.00	

Approve absences:

- On the “Manager Self Service” menu page in HRS, click **Approve Time and Exceptions**, then the **Absence Requests** link. Although the system calls it an absence “request,” HRS is used to report absences that have already been approved through your unit’s normal process.



- A list of employees who have submitted an absence will be listed.
 - You will be able to see the:
 - Absence type or name
 - Start and end date
 - When the absence was submitted



- From the “Show Requests by Status” drop-down menu you can choose Pending, Approved, or Denied absences.
 - Once your selection is made click **Refresh**.
- By clicking the blue hyperlinked employee name, you will be taken to a screen where you can **Approve, Deny, or Push Back** an Absence.
 - From this page you can also view the balance of the type of absence used (as of last confirmed payroll).
 - If your employee entered comments when submitting the absence, they will show here.
 - Click on the **Approve, Deny, or Push Back** button.
 - The employee can edit an absence that has been denied or pushed back. You may also enter comments in this section for the employee to see.
 - By clicking **Approve**, you are indicating you have verified the accuracy of the reported absence.
 - Only the payroll coordinator (HR) can edit an absence after it’s been approved.



View request history:

- While it is the employee’s responsibility to check to see if their absences have been approved, denied or pushed back, it is best for you to let them know when you’ve denied or pushed back an absence and let them know why.
- You can view the absence request history in HRS to see the status of absences by clicking on the **View Absence Request History** link from the Absence Requests page.

Absence Requests

ASSOCIATE PROFESSOR

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

Show Requests by Status: Refresh

Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
JANE SMITH	00123456	LIBRARIAN	Vacation (CLS)	12/07/2012	12/07/2012	Submitted	12/07/2010
JANE SMITH	00123456	LIBRARIAN	Sick Leave (CLS)	11/15/2010	11/15/2010	Submitted	12/08/2010
JANE SMITH	00123456	LIBRARIAN	Sick Leave (CLS)	12/01/2010	12/01/2010	Submitted	12/08/2010
JANE SMITH	00123456	LIBRARIAN	Personal Holiday (CLS)	12/01/2010	12/01/2010	Submitted	12/08/2010
JANE SMITH	00123456	LIBRARIAN	Personal Holiday (CLS)	11/15/2010	11/15/2010	Submitted	12/08/2010

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

- **Saved:** Indicates the employee chose to “Save for Later”. It is not best practice that employees use the “Save for Later” option. Absences cannot be approved until the employee goes back to click “Submit”.
- **Submitted:** Indicates that the supervisor has not yet looked at this request. You need to review this request and take action.
- **Pushed Back:** Indicates that the employee needs to make some changes to their request. The employee needs click on the “Edit” button to make changes to the request and then resubmit.
- **Denied:** Indicates the absence should not be reported.
- **Approved:** Indicates the absence should be reported and the employee should be paid for the reported hours. As the employee’s supervisor, you have verified the accuracy of the reported absence and approved it.

Absence Request History

EMPLOYEE NAME
JOB TITLE

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.

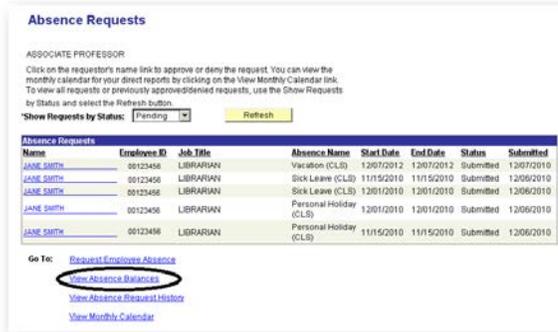
From: Through: Refresh

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Vacation (CLS)	Saved	03/01/2011	03/08/2011	48 Hours	Manager	Edit
Vacation (CLS)	Saved	01/27/2011	01/27/2011	8 Hours	Employee	Edit
Sick Leave (CLS)	Submitted	01/05/2011	01/05/2011	1.5 Hours	Employee	Edit
Vacation (CLS)	Denied	01/05/2011	01/05/2011	2 Hours	Employee	Edit
Furlough Unpaid Non Paid (CLS)	Approved	01/03/2011	01/03/2011	4 Hours	Employee	Edit
Vacation (CLS)	Push Back	01/03/2011	01/03/2011	4 Hours	Employee	Edit
Sick Leave (CLS)	Submitted	12/29/2010	12/29/2010	4 Hours	Employee	Edit
Vacation (CLS)	Submitted	12/27/2010	12/27/2010	8 Hours	Employee	Edit
Vacation (CLS)	Denied	12/22/2010	12/24/2010	15 Hours	Employee	Edit
Vacation (CLS)	Submitted	12/17/2010	12/17/2010	8 Hours	Employee	Edit

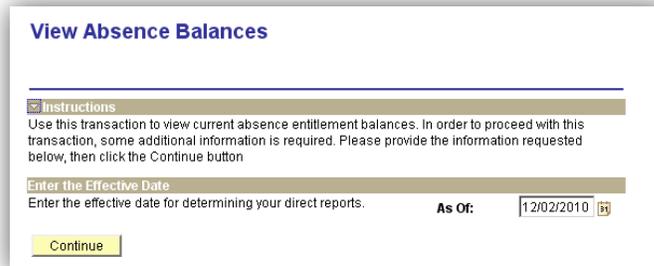
Go To: [Request Absence](#)
[View Absence Balances](#)

View absence balances:

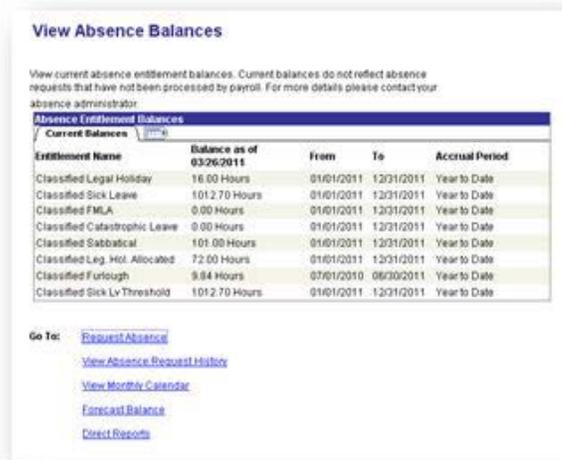
- Supervisors are able to review absence balances for their employees.
- To check the employee’s balances, click on the **View Absence Balances** link from the Absence Requests page.



- Enter the date on which you would like to start searching. Best practice is to use the last date of the previous pay period to ensure accuracy. Entering a prior date will show you balances as of that pay period.



- The first column, “Entitlement Name,” lists the types of absences the employee earns.
- The second column lists the “Balances as of...” the last Time Administration process.



Logout:

- Logout and close your browser. It is very important to do this when using shared computers or computer labs.

**Questions? Need assistance?
Contact HR at 785-8013**