WINGKRISH STATEM HRS

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 <u>report</u> absences that have already been approved through your unit's normal process.

Log in:

- My UW System portal at <u>https://my.wisconsin.edu/</u>.
- 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.

ANAGER TIME AND APPROVAL		2 H X		Menu
anager Self Service - Time Management prove Absence prove Payable Time		Help		Search:
Absence Time	Status		OR	▷ My Favorites ▷ Inbound File Upload
Name	Needs Approval			Self Service
	Needs Approval			Manager Self Service
	Needs Approval			
	Needs Approval			Manage Schedules
	Needs Approval			Approve Time and
	Needs Approval			Approve Time and
	Needs Approval			Exceptions
	Needs Approval			Report Time
	Needs Approval			- Timesheet
Refresh				Abassas Desmast
				- Absence Request

<u>Review</u> timesheet:

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

Main Menu > Manager Self Service Navigate to self service information and activities !	for people reporting to you.	
Manage Schedules Assign permanent work schedules, change schedules for a day, week, or range of dates.	Approve Time and Exceptions Approve reported or payable time, overtime and absence requests, and manage exceptions. Payable Time Exceptions Exceptions	Report Time or results absences.
View Time View calendars, balances, forecasted and payable time, accumulators and more. Honority Time Calendar Dath Time Calendar B Dath Time Calendar B More	Access manager search options.	

• 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.

	and beautiful	I TTT										
	Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
2	Sun	7/13	New									0.0
>	Mon	7/14	New									8.0
			Needs Approval							Prs Holday - PSHOL	8.00	0.0
2	Tue	7/15	Submitted	Či –	8:00:00AM	12:15:00PM	1:00:00PM	5:00:00PM	8.25			8.0
2	Wed	7/16	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00			8.0
>	Thu	7/17	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00			8.0
2	Fri	7/18	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00			8.0
2	Sat	7/19	New									0.0
2	Sun	7/20	New									0.0
2	Mon	7/21	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00			8.0
>	Tue	7/22	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00			8.0
>	Wed	7/23	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00			8.0
2	Thu	7/24	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00			8.0
2	Fri	7/25	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00			8.0
5	Sat	7/26	New									0.0



<u>Approve</u> 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 <u>report</u> absences that have already been approved through your unit's normal process.

Main Menu > Manager Self Service Navigate to self service information and activities	for people reporting to you.	
Assign permanent work schedules, change schedules for a day, week, or range of dates. Assign Work Schedule	Approve Time and Exceptions Approve reported or payable time, overtime and absence requests, and manage exceptions. E Payable Time Exceptions Exceptions	Report Time Report time or request absences.
View Calendars, balances, forecasted and payable time, accumulators and more. Monthly Time Calendar Balay Time Calendar Balay Calendar B. More	Access manager search options.	

- 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

Absence	Requests							
YOUR NAME YOUR TITLE								
Click on the reg monthly calends To view all regu	uestor's name link to ap ar for your direct reports ests or previously appro	prove or deny th by clicking on th ved/denied requ	e request You e View Monthl Jests, use the	a can view the y Calendar link. Show Requests				
by Status and s	elect the Refresh button		Debach	1				
Show Requests	by Status: Pending	-3	Retresh					
Absence Reque	sts							
Name	Employee ID	Job Title		Absence Name	Start Date	End Date	Status	Submitted
JANE SMITH	00123456	LIBRARIAN		Personal Holiday (CLS)	02/20/2012	02/20/2012	Submitted	02/22/2012
JANE SMITH	00123456	LIBRARIAN		Personal Holiday (CLS)	02/22/2012	02/22/2012	Submitted	02/22/2012
JANE SMITH	00123456	LIBRARIAN		Sick Leave (CLS)	02/20/2012	02/20/2012	Submitted	02/21/2012
Go To: Res	west Employee Absence	2						
View	Absence Ralances							
	Construction Construction							
Mes	v Absence Request Hist	locy.						

- 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.
 - o From this page you can also view the balance of the type of absence used (as of last confirmed payroll).
 - o If your employee entered comments when submitting the absence, they will show here.
 - o 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.

Start Date:	08/12/2	013			
End Date:	08/12/2	013			
Absence Name:	Vacation	(CLS)	Current Balance:	112.50 Hours**	
Reason:	Regular				
Entry Type	Hours P	er Day			
Hours Per Day	6.00				
Duration:	6.00	Hours			
Comments					
Comments					
Requestor Comme	nts:				
					. 4
Approver Commen	ts:				-
Approver Commen	ts:				•
Approver Commen	ts:				•

WISCONSIN SYSTEM HRS

<u>View</u> 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.

ASSOCIATE PROFE	SSOR							
Click on the request monthly calendar for To view all requests	or's name link to ap your direct reports or previously appro	prove or deny the by clicking on the wed/denied reque	request. You View Monthly sts, use the S	can view the Calendar link Show Requests				
by Status and select	the Refresh button							
Show Requests by S	tatus: Pending		Refresh					
bsence Requests	C 1				Distant Darks	E-10-1-	and the second	C
same	Employee ID	Job Hoe		ADSERCE Name	stan Date	LING DALE	Status	1207conto
ARE SWITH	00123456	LIBRARIAN		Vacation (ULS)	120712012	12/07/2012	Submitted	12/07/2010
ANE SWITH	00123458	LIBRADIAN		Sick Leave (CLS)	11/10/2010	10/01/2010	Submitted	12/06/2010
HOE SWITH	00123458	CIDEOWINE'S		Demonal Holiday	12/01/2010	12001/2010	ounistien	120002010
LANE SHITH	00123456	LIBRARIAN		(CLS)	12/01/2010	12/01/2010	Submitted	12/08/2010
ANE SMITH	00123458	LIBRARIAN		Personal Holiday (CLS)	11/15/2010	11/15/2010	Submitted	12/06/2010
-								
Go To: Reques	Employee Absent	2						
10 mm ab	Contra Delances							
Miner ab-	sence Balances							

- **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.

Introdyn dale Notaile: Solor	es blank and click	Refresh. Select the	ie absence nai request	me link to viev	v request	
From:	09/29/2010	Through: 1	2/28/2011	R	efresh	
Absence Re	quest History		<u>Find</u>	View All	First 🛃 1-10 of	13 🕨 Last
Absence Na	me <u>Status</u>	Start Date	e <u>End Date</u>	<u>Duration</u>	Requested By	Edit
Vacation (CL	<u>.S)</u> Saved	03/01/201	1 03/08/2011	48 Hours	Manager	Edit
Vacation (CL	<u>.S)</u> Saved	01/27/201	1 01/27/2011	8 Hours	Employee	Edit
Sick Leave (CLS) Submit	ted 01/05/201	1 01/05/2011	1.5 Hours	Employee	Edit
Vacation (CL	. <u>S)</u> Denied	01/05/201	1 01/05/2011	2 Hours	Employee	Edit
<u>Furlough Un</u> Non Ded (Cl	<u>paid</u> Approve	ed 01/03/201	1 01/03/2011	4 Hours	Employee	Edit
Vacation (CL	. <u>S)</u> Push B	ack 01/03/201	1 01/03/2011	4 Hours	Employee	Edit
Sick Leave (CLS) Submit	ted 12/29/201	0 12/29/2010	4 Hours	Employee	Edit
Vacation (CL	. <u>S)</u> Submit	ted 12/27/201	0 12/27/2010	8 Hours	Employee	Edit
Vacation (CL	. <u>S)</u> Denied	12/22/201	0 12/24/2010	15 Hours	Employee	Edit
Vegetien (CI	S) Submit	ted 12/17/201	0 12/17/2010	8 Hours	Employee	Edit



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.

ASSOCIATE PRO	FESSOR							
Click on the reque monthly calendar To view all reques	istor's name link to ap for your direct reports its or previously appro	prove or deny th by clicking on th ved/denied requ	e request. You e View Monthis rests, use the	r can view the r Calendar link. Show Requests				
by Status and sele Show Requests by	ect the Refresh button y Status: Pending		Refresh					
Ibsence Request	9							
lame	Employee ID	Job Title		Absence Name	Start.Date	End Date	Status	Submitted
ANE SMITH	00123458	LIBRARIAN		Vacation (CLS)	12/07/2012	12/07/2012	Submitted	12/07/2010
ANE SMITH	00123456	LIDRARIAN		Sick Leave (CLS)	11/15/2010	11/15/2010	Submitted	12/06/2010
ANE SMITH	00123456	LIBRARIAN		Sick Leave (CLS)	12/01/2010	12/01/2010	Submitted	12/06/2010
ANE SMITH	00123456	LIBRARIAN		Personal Holiday (CLS)	12/01/2010	12/01/2010	Submitted	12/06/2010
ANE SMITH	00123456	LIBRARIAN		Personal Holiday (CLS)	11/15/2010	11/15/2010	Submitted	12/06/2010

• 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.

View Absence Balances		
Instructions Use this transaction to view current absence entitlement balanc transaction, some additional information is required. Please pro below, then click the Continue button	es. In order to provide the informa	oceed with this tion requested
Enter the Effective Date		
Enter the effective date for determining your direct reports.	As Of:	12/02/2010 🛐
Continue		

- 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.

obsucs	administrator				
Usenc	e Entitlement Balances				
ntitles	sent Name	Balance as of 03/26/2011	From	To	Accrual Period
Classif	ed Légal Holiday	16.00 Hours	01/01/2011	12/31/2011	Year to Date
lassif	od Sick Leave	1012.70 Hours	01/01/2011	12/31/2011	Vear to Date
Classif	ed FMLA	0.00 Hours	01/01/2011	12/31/2011	Year to Date
Classif.	ed Catastrophic Leave	0.00 Hours	01/01/2011	12/31/2011	Year to Date
Classified Sabbatical		101-00 Hours	01/01/2011	12/31/2011	Year to Date
Classified Leg. Hol. Allocated		72.00 Hours	01/01/2011	12/31/2011	Vear to Date
Classif	ed Furlough	9.84 Hours	fours 07/01/2010	06/30/2011	Year to Date
lassif	ed Sick Ly Threshold	1012.70 Hours	01/01/2011	12/01/2011	Year to Date
Ta:	RequestAbsence				
	View Absonce Reque	at History			
	View Monthly Calenda	KC .			
	Forecast Balance				
	Direct Reports				

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