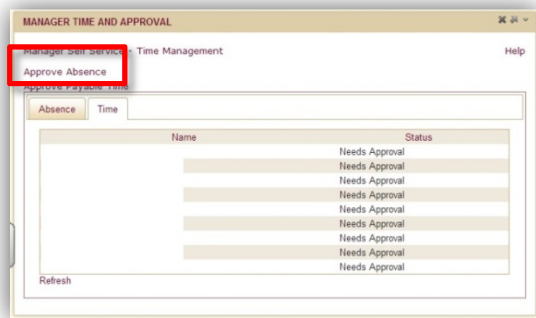
MSS - Approving Monthly Employee Absences

Timing and standards for reporting:

- Leave should be reported by employees no later than the 5th of the month following the end of the pay period.
  - When no leave time is used in a month, employees will enter a "no leave taken" day.
- Supervisors should review and approve leave no later than the **10th of the month**.
- Full-time employees should report leave in 4- or 8-hours increments and part-time employees should report actual hours rounded to one-hour increments in accordance with UPG 9 and UPG 10.
  - The payroll system will automatically apply rounding rules, but best practice is to round before entry.

Log into the My UW System portal and access the "Absence Requests" screen:

- 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 **Approve Absence** link.
- If you are already in HRS, use the menu to access **Absence Requests** under the **Manager Self Service** menu.
- Although the system calls it an absence "request," HRS is used to report absences that have already been approved through your unit's existing time-off request process.



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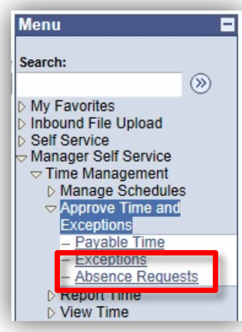
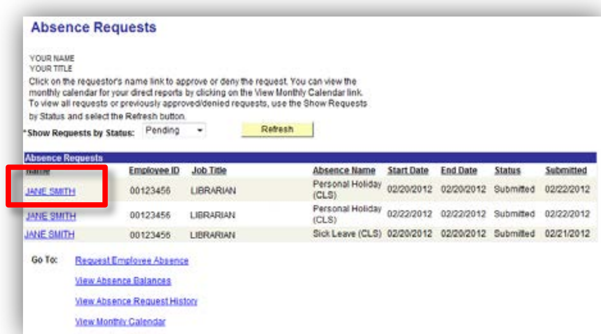


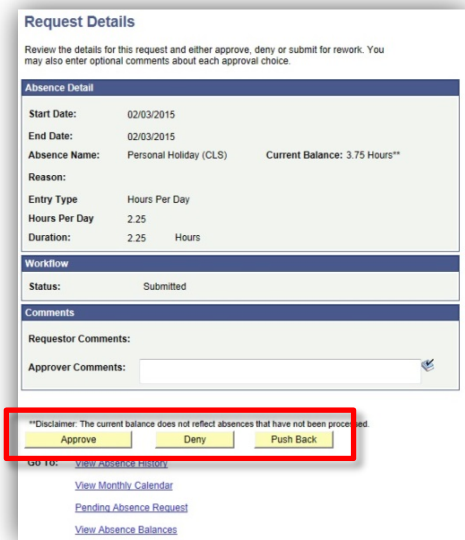
Review and approve absences:

- In the **Absence Requests** screen, 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 of the absence
    - When the absence was submitted



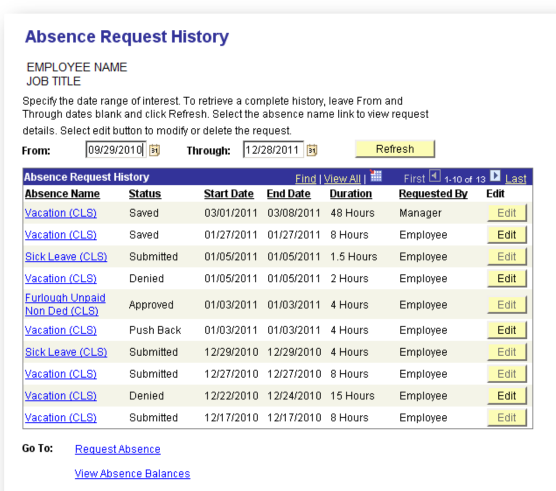
- From the "Show Requests by Status" drop-down menu you can choose Pending, Approved, or Denied absences.
  - Once your selection is made click **Refresh**.
  - The default view is "Pending". Pending absences are those that are awaiting approval.
- By clicking the blue hyperlinked employee name on a pending absence, you will be taken to the **Request Details** screen where you can **Approve**, **Deny**, or **Push Back** the absence.

- It is important to review the absence entry before approving:
  - Review the date, leave type, and number of hours
  - Ensure the **Entry Type** field has "hours per day" selected. If "hours per day" is not selected, the system may record an inaccurate number of hours taken.
  - Review the current leave balance to ensure the employee has enough leave time to use.
- 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 to tell the employee why the absence is being pushed back.
  - It is the employee's responsibility to check to see if their absences have been approved, denied or pushed back, however, it is best for you to let them know when you've denied or pushed back an absence so there is not a delay in them making corrections.
  - 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.



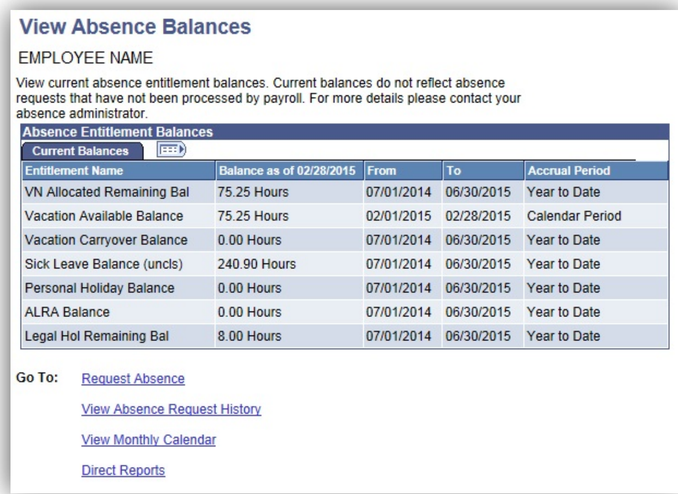
View request history:

- 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 or Request Details page.
- This page shows past absences and the approval status of those absences.



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.
- The first column, "Entitlement Name," lists the types of absences the employee earns.
- The second column lists the "Balances as of…" The date in this column is the last day of the most recently processed pay period.



View Absence Balances

EMPLOYEE NAME

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 02/28/2015	From	To	Accrual Period
VN Allocated Remaining Bal	75.25 Hours	07/01/2014	06/30/2015	Year to Date
Vacation Available Balance	75.25 Hours	02/01/2015	02/28/2015	Calendar Period
Vacation Carryover Balance	0.00 Hours	07/01/2014	06/30/2015	Year to Date
Sick Leave Balance (uncls)	240.90 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
ALRA Balance	0.00 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

Go To: Request Absence

View Absence Request History

View Monthly Calendar

Direct Reports

Questions? Contact HR at 785-8013