#### Timing and standards for reporting:

- Leave should be reported by employees no later than the 5<sup>th</sup> 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 **10**<sup>th</sup> 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 <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 **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 <u>report</u> absences that have already been approved through your unit's existing time-off request process.

ANAGER TIME AND APPROVAL		N 24 ~		Menu
nhager Self Service - Time Management iprove Absence		Help		Search:
Absence Time			OR	<ul> <li>My Favorites</li> <li>Inbound File Upload</li> </ul>
Name	Status			> Self Service
	Needs Approval			Manager Seif Service
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	Needs Approval			- Exceptions
	Needs Approval			- Absence Requests
Refresh				Absence requests
				D Report Time
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#### **<u>Review and approve absences:</u>**

- 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

YOUR NAME YOUR TITLE Click on the request monthly calendar for To view all requests by Status and select	or's name link to ap your direct reports or previously appro	prove or deny th by clicking on th wedidenied requ	e request. You e View Monthly Jests, use the	i can view the / Calendar link. Show Requests				
Show Requests by S	itatus: Pending	•	Refresh					
Absence Requests								
JANE SMITH	00123456	LIBRARIAN		Personal Holiday (CLS)	02/20/2012	02/20/2012	Submitted	02/22/2015
JANE SMITH	00123456	LIBRARIAN		Personal Holiday (CLS)	02/22/2012	02/22/2012	Submitted	02/22/2013
JANE SMITH	00123456	LIBRARIAN		Sick Leave (CLS)	02/20/2012	02/20/2012	Submitted	02/21/2012
Go To: <u>Request</u> <u>View Abr</u> View Abr	Employee Absenc sence Balances sence Request His	2 Tony						

- From the "Show Requests by Status" drop-down menu you can choose Pending, Approved, or Denied absences.
  - Once your selection is made click **Refresh**.
  - o 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 <u>review</u> the absence entry before approving:
  - o 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.
  - o 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.
  - o By clicking **Approve**, you are indicating you have verified the accuracy of the reported absence.
  - o Only the payroll coordinator (HR) can edit an absence after it's been approved.

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"Disclaimer: The current balance does not reflect absences that have not been processed.	Approver Commer		

# 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.

JOB TITLE specify the date ran hrough dates blan letails. Select edit k rom: 09/29	ge of interest. To k and click Refre outton to modify ( 12010) 31 T	o retrieve a con sh. Select the or delete the re hrough: 12/	nplete history absence nan quest. 28/2011 🛐	, leave From a ne link to view Re	and request fresh	
Absence Request I	listory		Eind	View All	First 🗹 1-10 of	13 🕨 Last
Absence Name	Saved	03(01/2011	03/08/2011	48 Hours	Manager	Edit
/acation (CLS)	Saved	01/27/2011	01/27/2011	8 Hours	Employee	Edit
Bick 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	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
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#### WINDERSITY OF WINDOWN SYSTEM HRS

# 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.

bsence ad	Entitlement Balar	ices			
Current E Entitlemer	Balances 🛄 💷 🖿	Balance as of 02/28/2015	From	То	Accrual Period
VN Alloca	ted Remaining Ba	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 Leav	e 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 Bal	ance	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

# Questions? Contact HR at 785-8013