Viewing Employee Absence Balances or Absence Request History

Log onto the My UW Portal using your network ID and password

Click on Manager Self Service (MSS) - Time Management

You will be directed to the Main Menu- Manager Self Service.

Select ‘View Time’

Once in View Time, select Absence Request History or Absence Balances depending on which you would like to see. The process will be the same for each of these views, this document uses the Absences Balance screens throughout as examples.
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Once in View Absence Balances, you will be asked to enter an effective date you would like to use. This will default to today’s date, which is used most of the time.

Click Continue.

Select which type of group you are wishing to view, most of the time this will be UW_Supervisor.
Note: you may not have all options listed below and the numbers listed next to each group will be different then the list below (they are unique to each supervisor).

Click continue.

You will then be shown a list of all employees in the group you selected.
Select the employee for which you would like to review the absence balance.
Click continue.
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Once selected, the ‘View Absence Balances’ screen will show for the employee. Reminder: these absences are as of the last payroll run and do not include any absence request but not yet paid.

If you have any questions or concerns regarding this information call the HR Main Office at 785-8013 to be directed to Payroll Specialist for assistance.