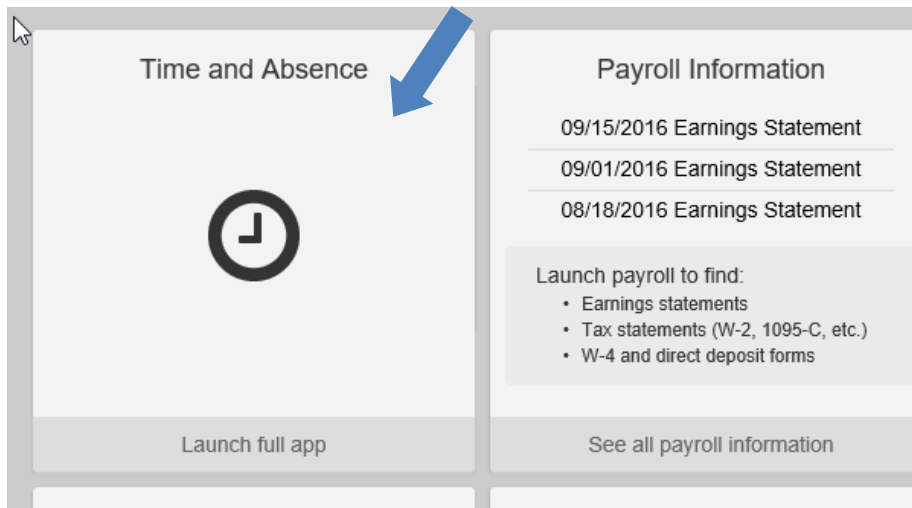


Entering Absence Requests

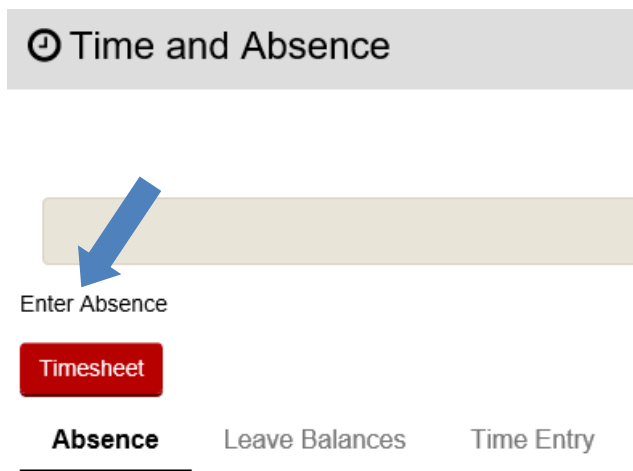
Leave Policies may be found here: <https://www.wisconsin.edu/ohrwd/benefits/leave/>

Login To: My UW System Portal – <https://my.wisconsin.edu>
(where you check your earnings statements)

Click on Time and Absence App (box)



Click on “Enter Absence”



Where to Request Absence Types:

Faculty and Academic Staff

Request Absence (Enter Absence)

- Vacation (includes vacation carryover; system will take from carryover first)
- Sick Leave
- Personal Holiday
- Banked Leave
- NO LEAVE TAKEN – use the same 15th of the month as the start and end date (i.e.: No Leave Taken for July, enter 7/15/2015 as start and 7/15/2015 as end date)
- Legal Holiday will automatically generate. do not need to record

Enter actual absence hours used; system will automatically round to the appropriate usage based on policy.

Absences must be entered for the prior month by 4:30pm on the 5th of the current month – ex: November absences need to be entered by December 5

Absences must be approved for the prior month by 4:30pm on the 12th of the current month – ex: November absences need to be approved by December 12

University Staff Continuous and Project (punch timesheet)

Request Absence (Enter Absence)

- Vacation (includes vacation carryover; system will take from carryover first)
- Sick Leave
- Personal Holiday
- Banked Leave

Enter actual absence hours used; system will automatically round to the appropriate quarter hour increment based on policy.

Timesheet *(for bi-weekly employees only)*

- Floating Holiday (legal holiday deferred due to working on the holiday)
- Legal Holiday automatically generates; Do not need to record.
- Compensatory Time Earning and Using
- In/Out Worked Time
- Call-Back and Standby

Absences for the current pay period must be entered by the end of the pay period. Once absences are approved, Time Admin must run before the timesheet Summary of Hours will reflect the absence usage.

Always check the timesheet after entering absence to ensure what you want to happen for regular hours of pay shows correctly.

University Staff Continuous (elapsed timesheet)

Request Absence (Enter Absence)

- Vacation (includes vacation carryover; system will take from carryover first)
- Sick Leave
- Personal Holiday
- Banked Leave

Absence Usage Guidelines

- Absences between 0 – less than 2.0 hours shall not be entered = usage total is 0.0 (zero)
- Absences between 2.0 – less than 6.0 hours shall be entered as 4.0 hours = usage total is 4.0
- Absences between 6.0 – 8.0 hours shall be entered as 8.0 hours = usage total is 8.0
- Employees with less than full-time appointments should report actual hours absent.

The system is not set to automatically round according to absence usage guidelines. Please be cognoscente of how you are recording your absences. For example, if you enter an absence of 1.0 the system will not automatically change it to the guideline of zero (0.0) hours used.

You do still need to adjust the timesheet according to how many absence hours you enter. For example, if you entered an absence of 4.0 vacation hours you would go to the timesheet and enter 4.0 regular hours for that date.

Timesheet (for bi-weekly employees only)

- Legal Holiday automatically generates; do not usually need to record
- Regular total hours

Absences for the current pay period must be entered by the end of the pay period. Once absences are approved, Time Admin must run before the timesheet Summary of Hours will reflect the absence usage.

As a University Staff member with an elapsed timesheet you are considered salaried. As such you do not record overtime, night differential, weekend differential, or holiday premium pay. Legal holiday hours will automatically generate on the timesheet.

Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: **1**  [View Monthly Schedule](#)

Filter by Type: 

*Absence Name: **2** 

Comments

Requestor Comments: 


* Required Field


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


[View Absence Balances](#)


Step 4 must be completed in order for a partial day absence to process correctly.


Absence Detail


*Start Date:  [View Monthly Schedule](#)

End Date: **3** 

Filter by Type: 

*Absence Name:  **Current Balance: 181.00 Hours****

Reason: 


Entry Type: 

Hours Per Day: **4**

Duration: Hours

5 – click *Calculate End Date or Duration*

Comments

Requestor Comments: 

Current Balance:
Does not reflect actual balance until after the payroll is complete; this balance is not accurate until the Monday of the week you get paid.

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

7 – click submit

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

[View Absence Balances](#)



**If absence is pushed back, Edit absence by going to:
My UW System Portal > TIME AND ABSENCE > Enter Absence > Go To:
View Absence Request History**

Steps to Follow in *Request Absence* Page

- Enter Start Date
- *Filter by Type*: defaults to All; Can use to filter by Sick Leave, Vacation
Vacation includes Personal Holiday, Sabbatical/ALRA and Vacation
- *Absence Name*: Choose leave type from drop down
- *Enter End Date*: Enter the same date as the start date if for one day; can use date ranges; date ranges should only include Monday through Friday dates; do *not* include weekends or holidays
- *Reason*: Can ignore this field
- *Entry Type*: Defaults to Hours per Day – leave as is
- ***Hours Per Day*: Enter total number of hours for one day of usage**
- ***Duration*: Leave Blank**
- Click the *Calculate End Date or Duration* button
- *Duration*: Will populate to same number as *Hours Per Day* if for one day. If using date range, duration will populate to total number of hours using for date range (i.e. if input start date as 7/2/13 and end date as 7/3/13 with Hours Per Day of 4.0, Duration will total 8.0 hours (4.0 for 7/2/13 and 4.0 for 7/3/13).
- *Requestor Comments*: Not necessary but can provide explanation if desired
- Click *Submit* to send the absence to Supervisor for approval
- Click OK for *Submit Confirmation*
- Go directly to Timesheet to enter time and/or legal holiday; comp time earning and usage

Notes:

- *Request Details* provides details of submitted absence request
- *Save for Later* is not recommended; request can be lost completely
- **Once the *Submit* button is clicked, employees are unable to make a change to the submission without the assistance of supervisor**
 - **If supervisor approves absence, employee is unable to make change to absence without assistance from Human Resources**
 - If supervisor pushes back or denies absence, employee can *edit* the absence request without assistance from supervisor
 - Once absence is submitted, employees are unable to delete entry without assistance from Human Resources (supervisor can deny request; denied requests will remain within the system and show on the timesheet as denied)



If absence is pushed back, Edit absence by going to:

My UW System Portal > TIME AND ABSENCE > Enter Absence > Go To: View Absence Request History

It is your responsibility to check to see if your absences are Approved, Denied, or Pushed Back

Terms of Absence Request Status:

- Saved:** These leave requests have been 'Saved for Later'; If you see this status, *immediately* go in and *submit* or request will be lost completely
- Approved:** You may take the absence you requested; must contact Human Resources to make changes to request
- Denied:** You may not take the absence you requested; Can click on the *Edit* button to see your supervisor's comments and make a change
- Push Back:** You need to make some changes to your request; Click on the *Edit* button to see your supervisor's comments and make a change