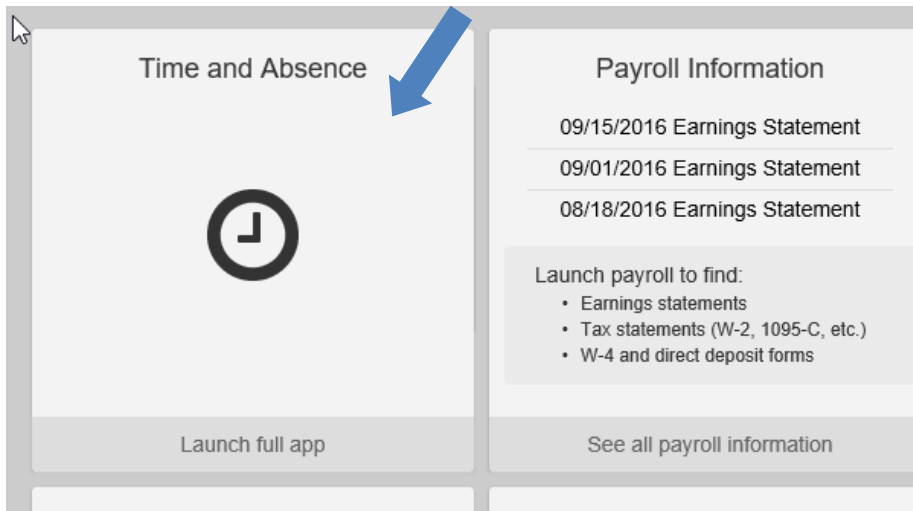


# Entering Absence Requests

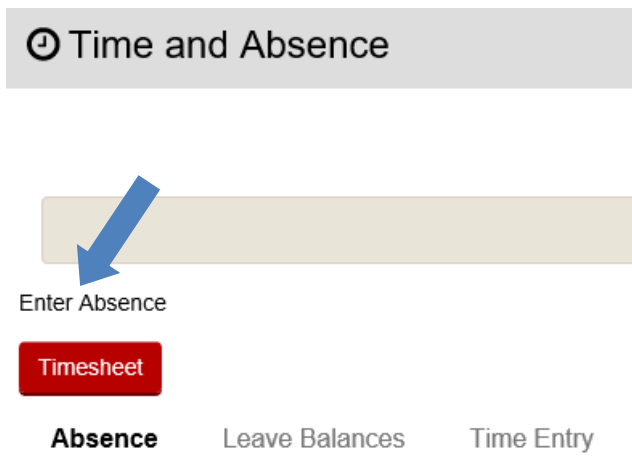
Leave Policies may be found here: <https://www.wisconsin.edu/ohrwd/benefits/leave/>

**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 Exempt Academic Staff (no timesheet)**

#### **Request Absence (Enter Absence)**

- Vacation (includes vacation carryover; system will take from carryover first)
- Sick Leave
- Personal Holiday
- Banked Leave (ALRA)
- NO LEAVE TAKEN – use the same 15<sup>th</sup> of the month as the start and end date (i.e.: No Leave Taken for July, enter 7/15 as start and 7/15 as end date)
- Legal Holiday will automatically generate. do not need to record
- Floating Holiday – *Exempt Academic Staff Only* (legal holiday that lands on Saturday must be used or lost; enter as Legal Holiday hours)

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

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

Absences should be approved for the prior month by 4:30pm on the 12<sup>th</sup> 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
- Legal Holiday automatically generates based on FTE; do not need to record
- Floating Holiday (legal holiday that lands on Saturday must be used or lost; enter as Legal Holiday hours)
- Banked Leave

**Record absences in 0.25 hour (15-minute) increments**

#### **Timesheet (for bi-weekly employees only)**

- Compensatory Time Earning and Using
- In/Out Worked Time
- Holiday Worked (HOLWK)
- 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 absence populates correctly and actual hours worked are accurate.**

[Favorites](#) ▾ | 
 [Main Menu](#) ▾ | 
 > [Self Service](#) ▾ | 
 > [Time Reporting](#) ▾ | 
 > [Report Time](#) ▾ | 
 > [Absence Request](#)

## Request Absence



### ▼ Instructions

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

Note that Banked Leave conversion takes must be entered between the dates of 12/1 and 12/31. Please enter the take on an unscheduled work day such as the weekend. Cash Pay is paid on the last check of the year if conversion is entered by 12/09/2017. Entry for cash pay after that date will be paid in January.

### Absence Detail ?

**1** \*Start Date

[View Monthly Schedule](#)

Filter by Type  ▾

**2** \*Absence Name  ▾

### Comments

Requestor Comments



Go To

[View Absence Request History](#)

[View Absence Balances](#)

\* Required Field

### Steps to Follow in *Request Absence Page*

1. 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

2. *Absence Name:* Choose Legal Holiday from drop down

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Absence Request

## Request Absence



### Instructions

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request. Note that Banked Leave conversion takes must be entered between the dates of 12/1 and 12/31. Please enter the take on an unscheduled work day such as the weekend. Cash Pay is paid on the last check of the year if conversion is entered by 12/09/2017. Entry for cash pay after that date will be paid in January.

### Absence Detail ?

\*Start Date 03/13/2017

[View Monthly Schedule](#)

**3** End Date

Filter by Type All ▾

\*Absence Name Legal Holiday (CLS) ▾

Current Balance 56.00 Hours

Reason Select Absence Reason ▾

Entry Type Hours Per Day ▾

**4** Hours Per Day

Duration  Hours

Calculate End Date or Duration

**5** – click *Calculate End Date or Duration*

### Comments

Requestor Comments

**6** - optional

Go To [View Absence Request History](#)

[View Absence Balances](#)

Submit

**7** – click submit

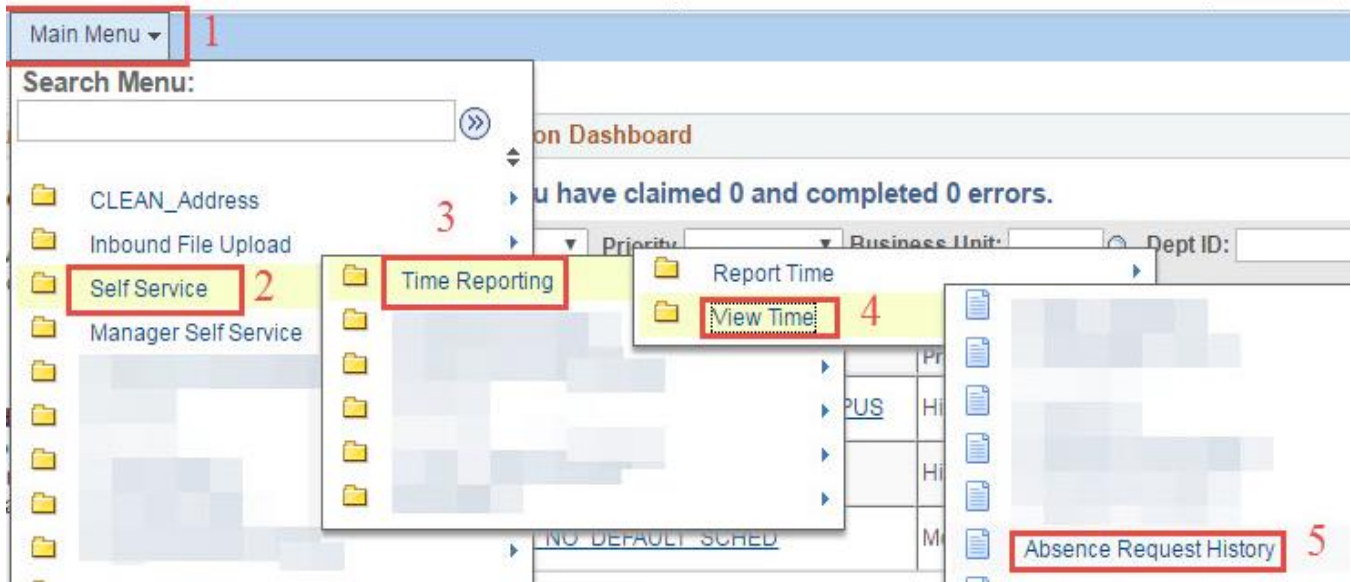
3. *Enter End Date*: Enter the same date as the start date if for one day; can use date ranges; date ranges should only include Monday through Friday dates; do *not* include weekends or holidays  
*Reason*: Can ignore this field  
*Entry Type*: Defaults to Hours per Day – leave as is
- 4. *Hours Per Day*: Enter total number of hours for one day of usage**  
***Duration*: Leave Blank**
5. 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 and end date as 7/3 with Hours Per Day of 4.0, Duration will total 8.0 hours (4.0 for 7/2 and 4.0 for 7/3).
6. *Requestor Comments*: Not necessary but can provide explanation if desired
7. Click *Submit* to send the absence to Supervisor for approval
8. Click OK for *Submit Confirmation*
9. If you have a timesheet, go directly to Timesheet to enter time and/or comp time earning and usage as appropriate based on legal holiday entry

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

**My UW System Portal > TIME AND ABSENCE > Enter Absence >**

**Navigate to Self-Service > Time Reporting > View Time > Absence Request History**

- **Navigate to Self-Service > Time Reporting > View Time > Absence Request History.**



**Notes:**

- *Request Details* provides details of submitted absence request
- **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 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 push back requests; pushed back requests will remain within the system and show on the timesheet as pushed back but will not process for pay)



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

**Terms of Absence Request Status:**

**Approved:** You may take the absence you requested; must contact Human Resources to make changes to request

**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