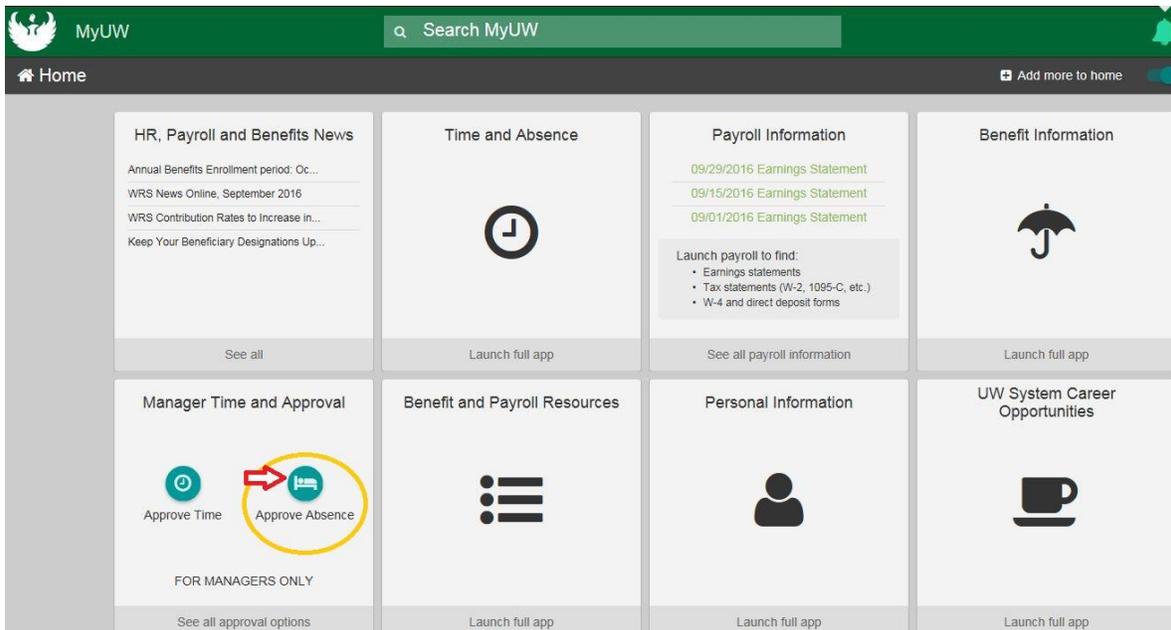


Absence Considerations

- Employees are required to submit absences (leave reports) by the 5th of each “following” month (i.e., employees would need to submit any absences taken in January by February 5th).
- It is recommended that employee’s absences are approved by the 10th of the month.
- **NOTE:** We recommend setting up a reoccurring task reminder in Outlook as a consistent reminder for approving absences.

Log into the portal

- My UW System portal at <https://my.wisconsin.edu/>
- A link is available from the [Human Resources Home Page](#) and the [Faculty and Staff Home Page](#)
- Look for the “**Manager Time and Approval**” section
- Click on the “**Approve Absence**” link. This will take you into HRS to approve the submitted absence requests.



Absence Requests Page

- After clicking on Approve Absence you will be brought to the Absence Requests page.
- Employees with pending absences will be listed.
- By clicking on the blue hyperlinked employee name, you will be taken to a screen where you can see the details of the absence request and are able to Approve, Deny, or Push Back an absence.

- When reviewing absence request details, you should be checking the following items:
 1. Confirm the dates that the employee entered are correct.
 2. Review the available leave balance- make sure the employee has enough of the leave type for the request submitted.
 3. Review any comments from the employee.

Absence Detail	
Start Date:	08/12/2013 1
End Date:	08/12/2013
Absence Name:	Vacation (CLS) Current Balance: 112.50 Hours** 2
Reason:	Regular
Entry Type	Hours Per Day
Hours Per Day	6.00
Duration:	6.00 Hours

Workflow	
Status:	Submitted

Comments 3	
Requestor Comments:	
Approver Comments:	<input type="text"/>

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

- Once absence details are reviewed, click on applicable button:
 - **APPROVE:** Choosing this option will allow the employee to take their absence. Once you approve an absence, you cannot make any changes. Only the payroll coordinator will be able to make any necessary adjustments.
 - **DENY:** Choosing this option means that you will not allow your employee to take their absence.
 - **PUSH BACK:** If you choose to “Push Back” an absence request you are telling the employee that they may need to make a change to their absence and then resubmit.
 - An example of a push back could be used when an employee does not have enough Personal Holiday and needs to take Vacation instead.
 - If the employee submits an absence and then needs to make a change, by ‘pushing back’ the absence this will activate the Edit button and allow the employee to change the absence and resubmit.
- HRS will show a warning and a confirmation before an absence is approved.
- **NOTE:** The employee is responsible for checking to see if their request has been approved, denied, or pushed back.
- **NOTE:** It is important to keep up with approving your employee’s absence requests. If you do not process their absence requests, their absence balances will not be up-to-date and their pay may not be accurate.

Additional Resources for Absence Approvals

Absence Requests

ADMIN PRG MANAGER I

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status: Pending

Absence Backup

Absence Requests							
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted

Go To: [Request Employee Absence](#)
[View Absence Balances](#)
[View Absence Request History](#)
[View Monthly Calendar](#)

View Absence Balances:

- Used to view all the leave balances for an employee.
 - Enter the date on which you would like to start searching
 - Click "Continue"
- The first column "Entitlement Name" lists absence types an employee may have available.
- The second column will be "Balance as of ..." the last running of **Time Administration** (a process that runs at 9am, 11am, 1pm, 3pm and nightly).

Absence Request History:

- It is the employee's responsibility to check in HRS to see if their absences are Approved, Denied, or Pushed Back.
 - **Submitted:** Indicates that the supervisor has not yet looked at this request.
 - **Pushed Back:** Indicates that the employee needs to make some changes to their request. The employee needs click on the EDIT button to make changes to the request and then resubmit.
 - **Denied:** The employee may not take the absence they have submitted.
 - **Approved:** The employee may take the absence they requested.