

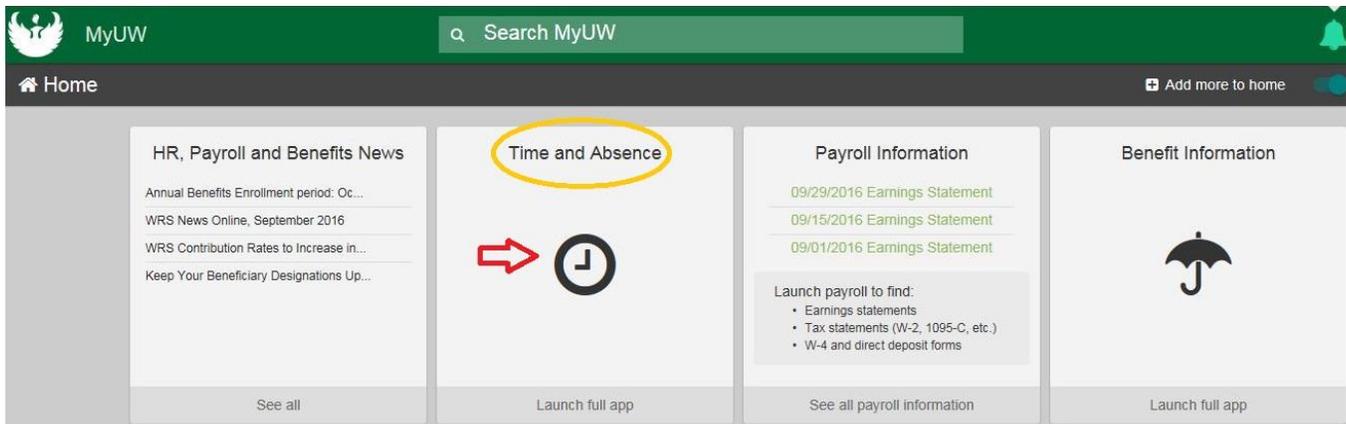
Absence Management

- Request time off by department’s method (email, calendar, etc.). At the end of the pay period, record any absences taken during that pay period through the Absence Request page.
- It is recommended that employees submit all absences by 4:30 p.m. on the final Friday of the pay period, or their last day working in the pay period. (See [Payroll Schedule](#) for pay period dates)
- University Staff Exempt must report time off in the following increments:

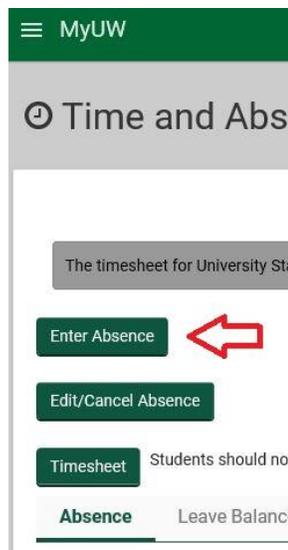
Percent	Time Used	Time Reported
Part Time	Any amount	Actual Hours
Full Time	Less than 2 hrs	0 hours
Full Time	2-6 hours	4 hours
Full Time	> 6 hours	8 hours

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](#).
- Scroll down to the **Time and Absence** section.
- Click on the clock icon or “Launch full app”.



- Click on **Enter Absence**



- At the Request Absence screen
 - Enter the **Start Date**
 - Select the **Absence Name** (i.e. Vacation, Sick, Personal Holiday, Legal Holiday, etc.)
 - Current balance listed reflects absence balance as of last processed payroll
 - Taking a floating legal holiday? Select Legal Holiday.
 - Enter the **End Date**
 - For a one day absence, enter the same date as the “Start Date”
 - For multiple day absences, you can enter the last day of your absence
 - NOTE: If your absence spans non-work days (ex. weekend), you will need to enter separate absence requests so only working days are included in each request
 - Select “Regular” as the Reason field
- Enter the number of **Hours Per Day** (ex. 8)
- Click the **Calculate End Date or Duration** button, and verify correct number of hours show in Duration field (ex. 40 if you have off the full week)
- **Requestor Comments:** You may optionally enter comments about the absence for your supervisor
- Click the **Submit** button

Absence Detail

*Start Date: 10/03/2016 [View Monthly Schedule](#)

End Date: 10/03/2016

Filter by Type: All

*Absence Name: Vacation (CLS) **Current Balance: 150.00 Hours****

Reason: Regular

Entry Type: Hours Per Day

Hours Per Day: 8.00

Duration: 8.00 Hours

Calculate End Date or Duration

Comments

Requestor Comments:

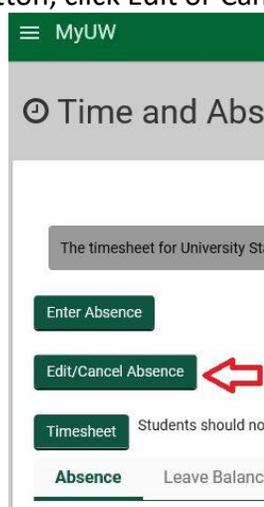
* Required Field

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

Submit

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

- If you submit an absence and it hasn't yet been approved, you can edit or cancel the absence by clicking on the **Edit/Cancel Absence** button, click Edit or Cancel, and make updates (if applicable).



- If you have submitted an absence and your supervisor has also approved the absence in HRS, you will need to contact the payroll coordinator (payrollandbenefits@uwgb.edu) to make any changes.

Viewing Balances:

The Request Absence page displays a hyperlink – *View Absence Balances*.

This allows you to view how much leave time you have available.

- In the first column, you will see the absence types (ex. Personal Holiday, Vacation)
- In the next column, you will see your absence balances(s) in hours as of the most recent confirmed payroll.

Absence Entitlement Balances Personalize 21				
Current Balances [Filter]				
Entitlement Name	Balance as of 04/15/2017	From	To	Accrual Period
Vacation Allocation Balance	158.00 Hours	01/01/2017	12/31/2017	Year to Date
Legal Holiday Balance YTD	48.00 Hours	01/01/2017	12/31/2017	Year to Date
Sick Leave Balance (class)	849.25 Hours	01/01/2017	12/31/2017	Year to Date
Banked Leave	70.00 Hours	01/01/2017	12/31/2017	Year to Date
Vacation Carryover Balance	0.00 Hours	07/01/2016	06/30/2017	Year to Date
Vacation Carryover Balance	40.75 Hours	01/01/2017	12/31/2017	Year to Date
Personal Holiday Balance	2.25 Hours	01/01/2017	12/31/2017	Year to Date
ALRA Balance	0.00 Hours	07/01/2016	06/30/2017	Year to Date
Sick Leave Balance (uncls)	0.00 Hours	07/01/2016	06/30/2017	Year to Date
Classified Furlough Allocated	0.00 Hours	07/01/2016	06/30/2017	Year to Date
Vacation Available	198.75 Hours	04/02/2017	04/15/2017	Calendar Period

[Return to Absence Request](#)

Time Entry:

- Enter any absences prior to entering time on your timesheet.
- Employees must enter and submit all time by 4:30 p.m. on the last day worked in the pay period.
- The latest you will be able to enter and submit your timesheet is **4:30 p.m.** the Monday following a pay period.

After entering absence, enter time:

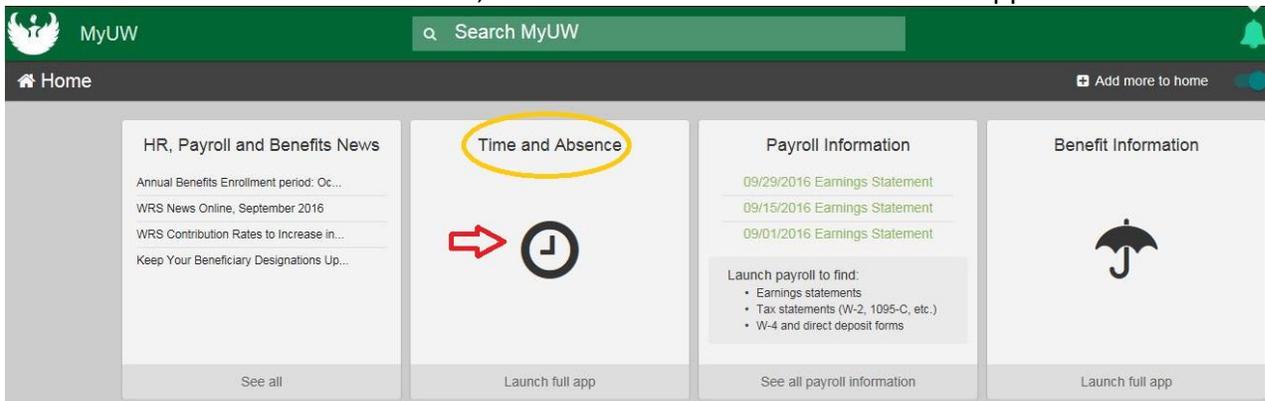
- From menu on the left:
 - Self Service > Time Reporting > Report Time > Timesheet



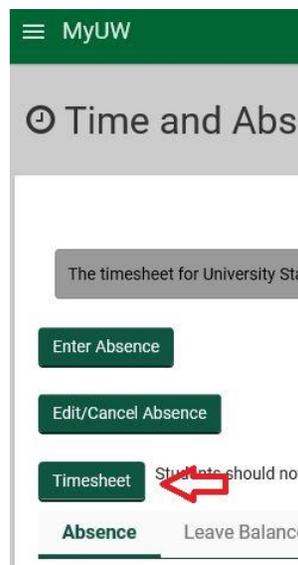
If no absences were entered, log into the portal:

Log in:

- Scroll to the Time & Absence section, click on the clock icon or “Launch full app.”



- Click on Timesheet



- Your timesheet for the current time period will open.
 - Links “Previous Period” and “Next Period” are available
- The Reported Hours field will be updated after the timesheet is submitted
- The hours’ fields will be filled in with your scheduled hours. They can be changed if your hours worked differ from your schedule.

Time Reporting Codes

- A time reporting code (TRC) denotes the type of time worked. If the Time Reporting Code field is blank, the time is treated as “Regular Hours”
- Steps for entering a TRC:
 - Add a row to the timesheet
 - Choose the correct TRC (ex. Holiday Worked)
 - In the date fields, enter the amount of the TRC pertaining to each day
 - Add an additional row for each TRC during the pay period
- Once your time is entered, click “Submit”.
- The Reported Hours field will update with the total payable time for the pay period.
- Under the Total column subtotals will also appear for each TRC used.

Please contact Payroll and Benefits at payrollandbenefits@uwgb.edu or (920) 465-2390 if you have any questions.