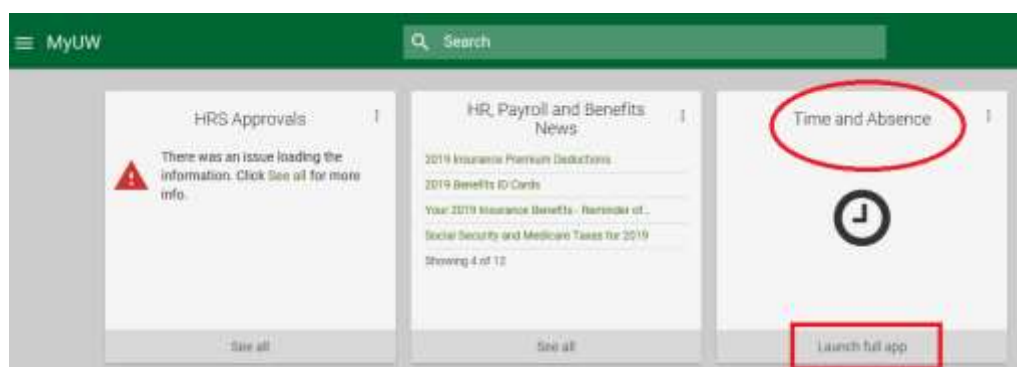


- An absence entry (leave report) is required for each month, even if no leave was taken.
- Entries should be recorded in HRS by the 5<sup>th</sup> of each “following” month (i.e., entry needs to be made by February 5<sup>th</sup> for any absences taken in January).
- Faculty, Academic Staff, and Limited employees must report time off in the following increments:

Appointment	Time Used	Time Reported
Part Time	Any amount	Actual Hours (rounded to nearest quarter hour)
Full Time	Less than 2 hrs	0 hours
Full Time	2-6 hours	4 hours
Full Time	> 6 hours	8 hours

### Request an Absence

1. Click the Time and Absence tile from the **MyUW Portal**.
  - o Employees can access the MyUW Portal at <https://my.wisconsin.edu/> (a link is available from the [Human Resources Home Page](#) and the [Faculty and Staff Home Page](#)).



2. On the Request Absence tab, click **Absence Name** and select the absence from the dropdown.
3. Enter/Update information in the following fields:
  - o **Hours Per Day** – how many hours are being requested for each day of absence
  - o **Start Date** – first day of the absence
  - o **End Date** – last day of the absences (if requesting a one day absences, this day will match the Start Date)  
**NOTE:** if entering for multiple days, do not include weekend days; entries should only span Monday-Friday.
  - o **Duration** – will automatically calculate
  - o **Comments** – optional  
**NOTE:** Comments fields should be used to indicate FMLA leave when appropriate
4. Click **Submit**. Absence entry will flow to supervisor for approval.

**Request Absence**

Note that ALRA conversion takes must be entered between the dates of 7/1/2018 and 10/31/2018

\*Absence Name: Vacation (UNC)

Reason: Select Absence Reason

Hours Per Day: 8.00

\*Start Date: 10/30/2018

End Date: 10/30/2018

Duration: 8 Hours

Entry Type: Hours Per Day

Comments:

**Submit**

**Balance Information**

## Submit No Leave Taken

1. On Request Absence, click **Absence Name** tab and select No Leave Taken
2. Enter/Update information in the following fields:
  - **Start Date** – first day of the month
  - **End Date** – same day as Start Date (this will fill in automatically)
  - **Original Start Date** – leave blank
  - **Duration** – leave as default value (weekday will default 8, weekend will be blank, no actual leave is deducted regardless of 8 or 0 appearing in Duration field)
  - **Comments** – optional
3. Click **Submit**. Entry will flow to supervisor for approval.

**Request Absence**

\*Absence Name: No Leave Taken (UNC)

Reason: Select Absence Reason

\*Start Date: 11/01/2018

End Date: 11/01/2018

Original Start Date:

Duration: 8 Hours

Comments:

**Submit**

## Edit/Cancel an Absence

Prior to editing an absence, the request must first be cancelled.

### Cancel an Absence

1. Click the Time and Absence tile from the MyUW Portal.
2. Click **Cancel Absences** tab.
3. Click on the absence line.

Request Absence	<b>Cancel Absences</b>
Leave Reports	<b>View / Edit Requests</b> <span>5 rows</span>
Absence Balances	
View / Edit Requests	<b>Vacation (UNC)</b>
<b>Cancel Absences</b>	Submitted 10/30/2018 8 Hours >
	<b>Sick Leave (UNC)</b>
	Submitted 10/01/2018 8 Hours >

4. Enter comment, optional.
5. Click **Cancel Absence** button.

Employee Self Service

Time

Request Absence

Leave Reports

Absence Balances

View / Edit Requests

**Cancel Absences**

**Cancel Absence**

[Return to Cancel Absences](#)

Note that ALRA conversion takes must be entered between the dates of 7/1/2018 and 10/31/2018

**Cancel Absence**

**Absence Details**

Absence Name

Vacation (UNC)

Reason

Select Absence Reason

Hours Per Day

8:00

Start Date

10/30/2018

End Date

10/30/2018

Duration

8:00

Hours

Status

Submitted

Comments

**Cancel Details**

Comments

6. Click **Yes**, to verify the request.

**NOTE:** if the absence does not need to be edited, no additional steps needed. If the absence needs to be edited, follow Edit an Absence steps below.

## Edit an Absence

1. Click **View/Edit Request** tab.
2. Click on the cancelled request.

**Employee Self Service** **Time**

**View / Edit Requests**

**View / Edit Requests** 15 rows

Vacation (UNC)	10/30/2018	8 Hours	>
Canceled			
Sick Leave (UNC)	10/01/2018	8 Hours	>
Submitted			
Sick Leave (UNC)	09/27/2018 - 09/28/2018		

3. Update absence request as needed.
4. Click **Submit**.
5. Click **Yes**, to verify that the request should be submitted.

## Review Missing Leave Reports

1. Click the Time and Absence tile from the MyUW Portal.
2. Select **Leave Reports**
3. View the list of missing reports (leave reports appear from the last fiscal year plus 6 months)  
**NOTE:** if no reports are missing, this section will be blank
4. To remove a report from the list, enter absence(s) or submit No Leave Taken for the month.  
**NOTE:** Leave reports will continue to show as missing until the absence or no leave taken has been approved by the supervisor and overnight processing has run.

**Leave Reports**

**Leave Report Notice** [Leave Reports Help](#)

Enter any missed leave via the **'Request Absence'** button on the left. Enter a 'No Leave Taken' absence for any month where no leave was taken. After submitting an absence or 'No Leave Taken', the Missing Leave Report below will continue to show the month(s) as missing a leave report until the next business day.

Leave Reports for Faculty, Academic Staff and Limited Appointees must be submitted for every month, **even if no leave was taken during the month**. Unsubmitted leave reports for the prior fiscal year will **reduce your current sick leave balance**. Direct questions to your supervisor or [human resources office](#).

**Generic Monthly Leave Report** **Generic Monthly Summer Leave Report**

**Missing Leave Report from July 2017 to November 2018**

Emplid:00000000 ERNIE EMPLOYEE

Bus Unit	Dept ID	Employee Record	HR Status	Missing Reports
UW	2010000	0	A	2018 - May
				2018 - June
				2018 - July

Approver:00000000 ANNIE APPROVER