

## Absence Entries (Leave Reports)

- An absence entry (leave report) is required for each month, even if no leave was taken.
- It 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).
- Should be recorded online using the “My UW System” portal.
- Faculty, Academic Staff, and Limited employees must report time off in the following increments:

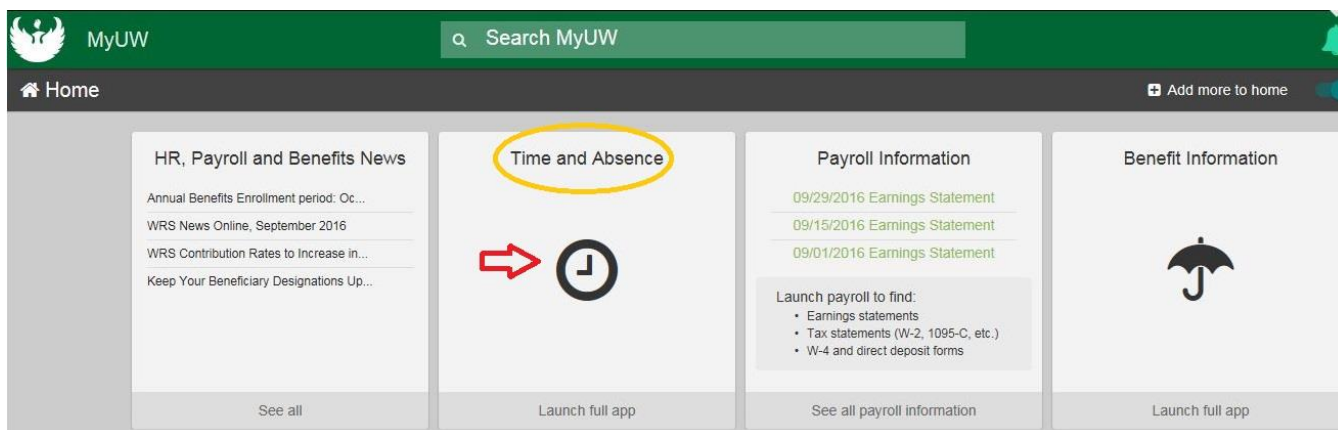
Percent	Time Used	Time Reported
Part Time	Any amount	Actual Hours
Full Time	Less than 2 hrs	0 hours
Full Time	2-6 hours	4 hours
Full Time	> 6 hours	8 hours

## 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](#).

## Log in:

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



- Click on Enter Absence

Name	Status
Sick Leave (CLS)	Approved
Vacation (CLS)	Approved

### Select appropriate empl record

- If you have multiple positions, you will see several empl records to choose from.
- You will have to record absences in each position in which you earn leave.
- Empl records will show up regardless of whether or not you earn leave in the positions.
- If you are unsure of which empl record to record your entries, please contact the Payroll Office at (920) 465-2390 or [PayrollandBenefits@uwgb.edu](mailto:PayrollandBenefits@uwgb.edu).
- Determine which empl record you want to record absences for, select the radio button and click "Continue"

### No Leave Taken Entry

Even if you did not take any leave for the month, an entry indicating there was no leave taken is still required.

- At the **Request Absence** screen enter:
  - **Start Date:** (this should be the first day of the month, i.e. 11/1/16)
  - **Filter By Type:** "All"
  - **Absence Name:** "No Leave Taken (UNC)"
  - **End Date:** (this should also be the first day of the month, i.e. 11/1/16)
  - **Reason:** "Regular"

\* Required Field

**Submit**

- **Requestor Comments:** You may enter comments for your supervisor if you choose
- Select "**Submit**" to process

**NOTE:** If the first of the month falls on a weekday, it will appear as if 8 hours of leave is assigned to the entry. Similarly, if the first of the month falls on a weekend date, it will appear that 0 hours is assigned to that day. Please be assured that as long as "No Leave Taken" is selected, your leave balances will not be affected. This is simply a background process due to a pre-populated schedule set up in the HRS system.

## Full Day Absences Entry

- At the **Request Absence** screen enter:
  - **Start Date:** MM/DD/YYYY
  - **Filter By Type:** “All”
  - **Absence Name:** i.e., Sick Leave (UNC), Vacation (UNC), Personal Holiday (UNC), etc.
    - **NOTE:** After selecting an Absence, the current balance as of the last pay period will appear for your reference but it will not reflect recent activity.
  - **End Date:** MM/DD/YYYY
    - One Day Off: enter same day as “Start Date”
    - Multiple Consecutive Days Off (with same absence type and # of hours): enter last day of requested leave
    - **NOTE:** If your consecutive days off continue to the next month (i.e. 10/30/16-11/2/16) you must record two entries, one for October and one for November.
  - **Reason:** “Regular”
  - **Hours Per Day:** 8
  - **Duration:** Click the “**Calculate End Date or Duration**” button to populate this field
  - **Requestor Comments:** You may enter comments about the absence for your supervisor to view (i.e. FMLA leave)
  - Select “**Submit**” to process

**Absence Detail**

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

End Date:  bt

Filter by Type:

\* Absence Name:  **Current Balance: 176.50 Hours\*\***

Reason:

Entry Type:

Hours Per Day:

Duration:  Hours

**Comments**








Requestor Comments:

\* Required Field

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

## Partial Day Absences Entry

- At the **Request Absence** screen enter:
  - **Start Date:** MM/DD/YYYY
  - **Filter By Type:** “All”
  - **Absence Name:** i.e., Sick Leave (UNC), Vacation (UNC), Personal Holiday (UNC), etc.
    - **NOTE:** After selecting an Absence, the current balance as of the last pay period will appear for your reference but it will not reflect recent activity.
  - **End Date:** MM/DD/YYYY
    - One Partial Day Off: enter same day as “Start Date”
    - Multiple Consecutive Partial Days Off (with same absence type and # of hours): enter last day of requested leave
    - **NOTE:** If your consecutive days off continue to the next month (i.e. 10/30/16-11/2/16) you must record two entries, one for October and one for November.
  - **Reason:** “Regular”
  - **Hours Per Day:** 4
  - **Duration:** Click the “**Calculate End Date or Duration**” button to populate this field and verify that the hours are correct.
  - **Requestor Comments:** You may enter comments about the absence for your supervisor to view (i.e. FMLA leave)
  - Select “**Submit**” to process

Absence Detail	
*Start Date:	<input type="text" value="12/02/2016"/>  <a href="#">View Monthly Schedule</a>
End Date:	<input type="text" value="12/02/2016"/> 
Filter by Type:	<input type="text" value="All"/> 
*Absence Name:	<input type="text" value="Vacation (UNC)"/>  <b>Current Balance:</b> 176.50 Hours**
Reason:	<input type="text" value="Regular"/> 
Entry Type	<input type="text" value="Hours Per Day"/> 
Hours Per Day	<input type="text" value="4.00"/>
Duration:	<input type="text" value="4.00"/> Hours
<input type="button" value="Calculate End Date or Duration"/>	
Comments	
Requestor Comments:	<input type="text"/> 

\* Required Field

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

## Additional Resources

### **Review and Check the Status of Absence Entries:**

- You can review entries you have already made and check the status of whether the absence has been approved, denied, or pushed back by your supervisor under the:
  - **“TIME AND ABSENCE”** section
  - Click **“Enter Absence”**
  - At the bottom, click the **“View Absence Request History”** link
- **NOTE:** You are responsible for making sure your absence entries have been approved, denied, or pushed back by your supervisor.

### **Fix Incorrect Entry:**

- If an absence request is entered incorrectly or needs to have an adjustment made, either the supervisor or Payroll Coordinator may **“Push Back”** the absence request to allow an employee to make an adjustment and resubmit. Once an absence has been “pushed back”, go to the:
  - **“TIME AND ABSENCE”** section
  - Click **“Enter Absence”**
  - At the bottom, click the **“View Absence Request History”** link
  - Select the **“Edit”** button
  - Modify the request and resubmit
- **NOTE:** If the absence has not been “pushed back”, you will not be able to edit it once it is submitted. You must contact either your supervisor or Payroll Coordinator if you need to modify a request that has been submitted.

### **View Absence Balances:**

- This allows you to view how much leave time you have available. To view your balances, go to the:
  - **“TIME AND ABSENCE”** section
  - Click **“Enter Absence”**
  - At the bottom, click the **“View Absence Request History”** link
    - In the first column, you will see your Entitlements (absence types)
    - In the second column, you will see your absence balance(s) in Hours as of the last pay period but it will not reflect recent activity.