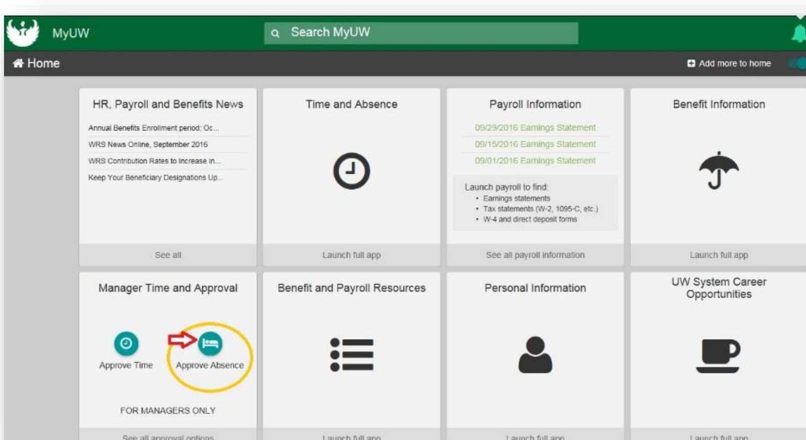
Approving Absences

Absence Considerations

- Employees request time off by department's current method (email, calendar, etc.). Once you give the employee approval, then the employee will record the absence in HRS at the same time when he/she submits a timesheet. You will need to approve their absences in HRS so that the system can update their leave balances and process payroll correctly.
- It is recommended that you approve your employee's absences and timesheets by the Monday following the end of a pay period.
- Supervisors have until Noon on Tuesday following a pay period to approve employee's absences and payable time.
- Observed **legal holidays** (ex. Memorial Day, Thanksgiving, etc.) will be automatically entered and approved for University Staff 100% FTE employees at eight hours each.
  - University Staff employees who are less than 100% will not have legal holidays automatically entered, so they will need to enter a legal holiday absence request if they would like to use legal holiday hours on an observed legal holiday. The request would then show in your approval screen.
  - Employees will need to enter a legal holiday absence request to use any floating legal holiday hours.
- NOTE: We recommend setting up a reoccurring task reminder in Outlook as a consistent bi-weekly reminder for approving timesheets and absences. The Biweekly Payroll Schedule is available on the Payroll Schedules webpage: http://www.uwgb.edu/human-resources/payroll/payroll-schedules/

Log in to the portal

- My UW System portal: https://my.wisconsin.edu/
- A link is available from the Human Resources Home Page and the Faculty and Staff Home Page.
- Scroll to the "**Manager Time and Approval**" section
- Click on the "**Approve Absence**" link. This will take you into HRS to approve the submitted absence requests.



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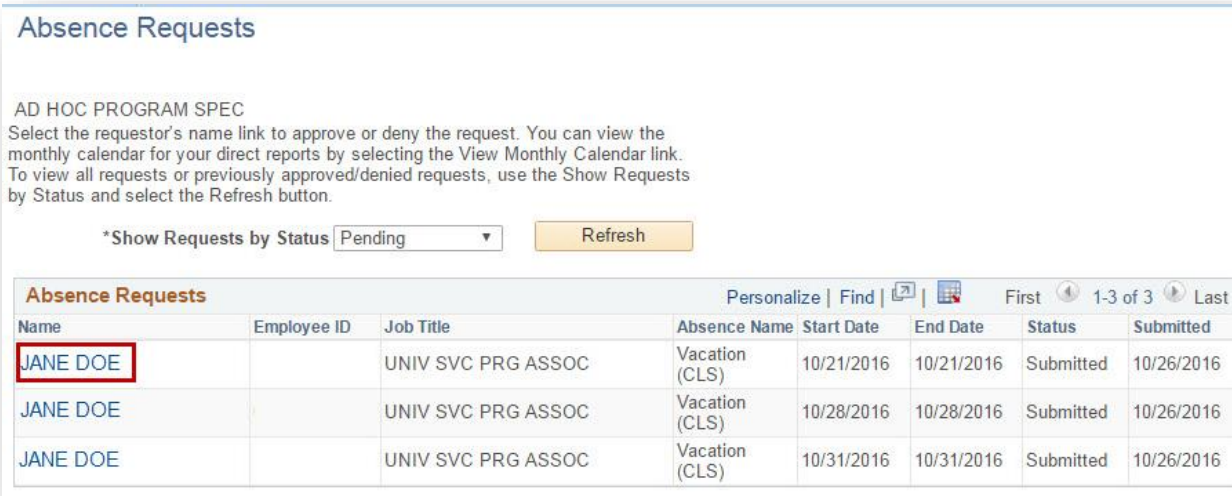
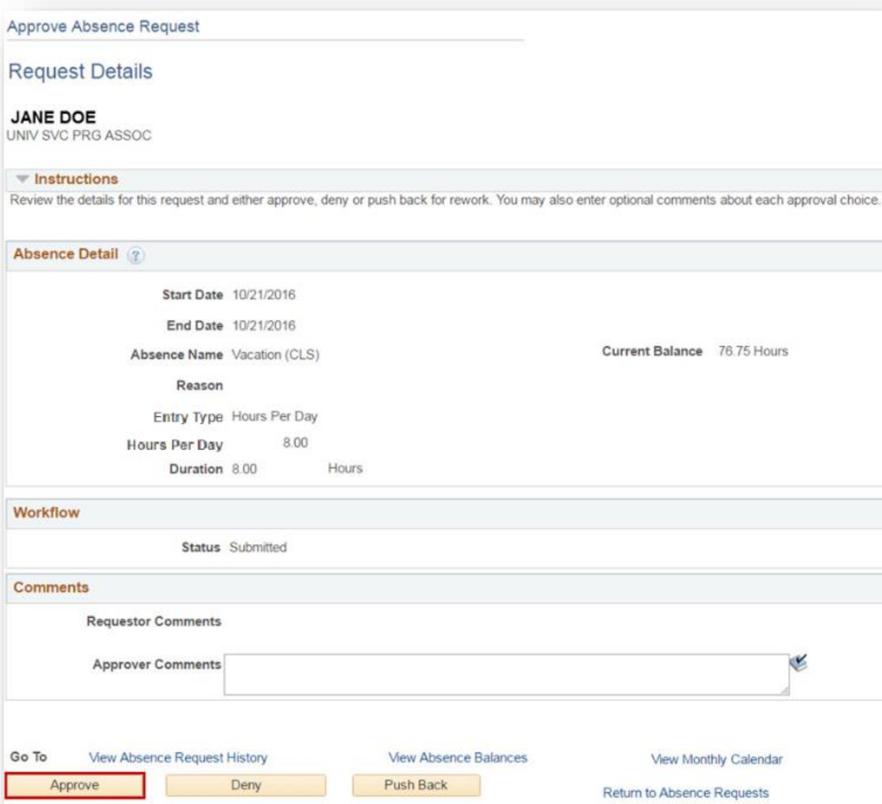
Absence Requests Page

- 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.

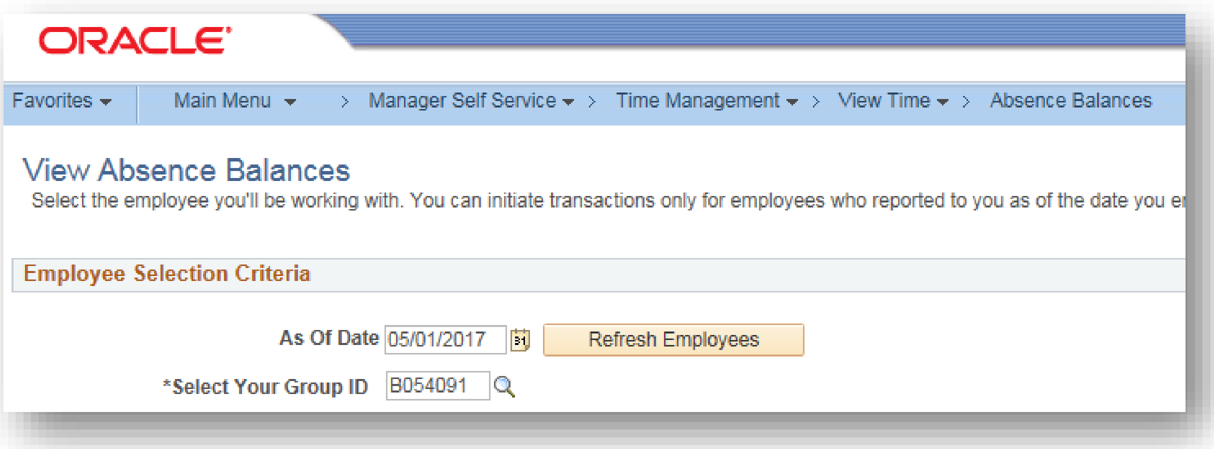


- When reviewing absence request details, you should be checking the following items:
    1. Confirm the dates that the employee entered are correct.
    2. Review the available leave balance - make sure the employee has enough of the leave type for the request submitted.
    3. Review any comments from the employee.
- 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.
        - A push back could be used when an employee does not have enough Personal Holiday and needs to take Vacation instead.
        - An employee can edit a pushed back absence request by logging into their My UW System portal, click on Enter Absence, then click on Main Menu at the top blue menu bar > Self Service > Time Reporting > View Time > Absence Request History. Click on the Edit button, make the update, and click Submit.
- HRS will show a warning and a confirmation before an absence is approved.

Additional Resources for Absence Approvals

View Absence Balances

- Used to view all the leave balances for an employee.
- Log in to your My UW System portal and click on Approve Absence (if you haven’t already done so).
- Click on Main Menu at the top blue menu bar > Manager Self Service > Time Management > View Time > Absence Balances.



- Enter the “as of” date.
- Select the Group ID you would like to view balances for by clicking on the magnifying glass and then selecting the appropriate group.
- Click Refresh Employees.

- Click Select next to the employee who's balance you wish to view.
- You will see the list of Entitlements (Absence Types) and the balances for your selected employee.
- NOTE: The balances are only accurate as of the last confirmed payroll, and does not include future absence requests. Also, if there are any floating legal holidays in a calendar year, those hours will be included in the Legal Holiday balance.

Absence Request History

- Used to view the absence request history for an employee.
- Log in to your My UW System portal and click on Approve Absence (if you haven't already done so).
- Click on Main Menu at the top blue menu bar > Manager Self Service > Time Management > View Time > Absence Request History.
- Enter the "as of" date.
- Select the Group ID you would like to view balances for by clicking on the magnifying glass and then selecting the appropriate group.
- Click Refresh Employees.
- Click Select next to the employee whose balance you wish to view.
- Please note that you can change the "From" and "Through" dates and click Refresh to see a different time period.
- You will see a list of absence requests and their status
    - **Submitted**: Indicates that the request has been submitted and is waiting for supervisor review.
    - **Pushed Back**: Indicates that the supervisor pushed back the absence for the employee to edit.
    - **Denied**: The supervisor denied the request, and employee may not take the absence they have submitted.
    - **Approved**: The supervisor approved the request and the employee may take the absence they requested.
- Sign out of your My UW System portal when you are finished.

Please contact payrollandbenefits@uwgb.edu or ext. 2390 if you have any questions.