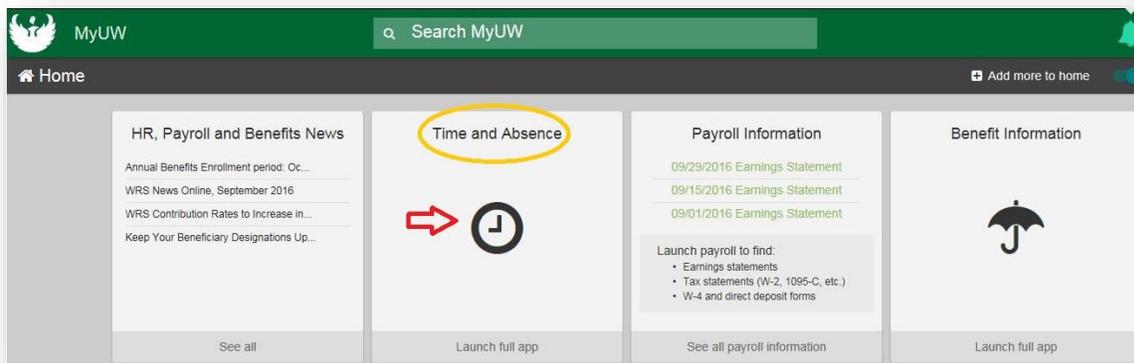


## Absence Entry

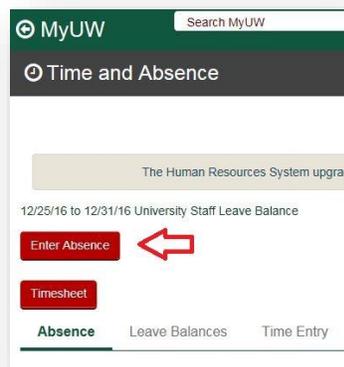
- Request time off by department’s method (email, calendar, etc.). At the end of the pay period, record any absences taken during that pay period through the Absence Request page.
- It is recommended that employees submit all absences by 4:30 p.m. on the final Friday of the pay period, or their last day working in the pay period. (See [Payroll Schedule](#) for pay period dates)
- Observed **legal holidays** (ex. Memorial Day, Thanksgiving, etc.) will be automatically entered and approved for University Staff 100% FTE employees at eight hours each.
  - If you are in a University Staff 100% FTE appointment, and you don’t work on the observed legal holiday, there is nothing you need to do.
  - If you don’t want to use eight hours of legal holiday for that day, please contact [payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu) (ex. you work a longer day later that week, so only want to use 6 hours of legal holiday)
  - University Staff employees who are less than 100% will not have legal holidays automatically entered, so legal holiday requests will need to be entered manually (steps below).
  - Floating legal holiday hours are not entered automatically, and need to be entered manually (steps below).

## 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 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 does not reflect absences that have not been processed.
    - 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)
  - You can enter your leave in quarter hour increments, so if you take 5 hours and 15 minutes of vacation, you would enter 5.25
    - 15 minutes = 0.25
    - 30 minutes = 0.5
    - 45 minutes = 0.75
- 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 (ex. FMLA)
- 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](#)

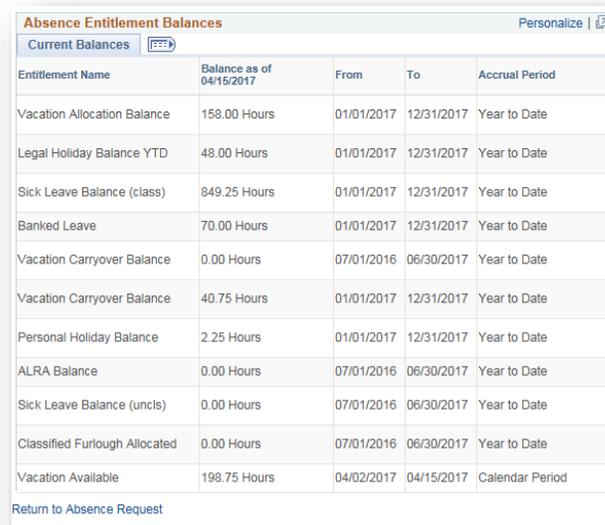
- Once you submit an absence, you will not be able to make a change unless your supervisor or payroll coordinator pushes back the absence.
- If you have submitted an absence and your supervisor has also approved the absence in HRS, you will need to contact the payroll coordinator ([payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu)) 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 Entitlements or absence types
- In the next column, you will see your absence balances(s) in hours as of the most recent confirmed payroll.
- Please note that if there are any floating legal holidays in a calendar year, those hours will be included in the Legal Holiday balance.



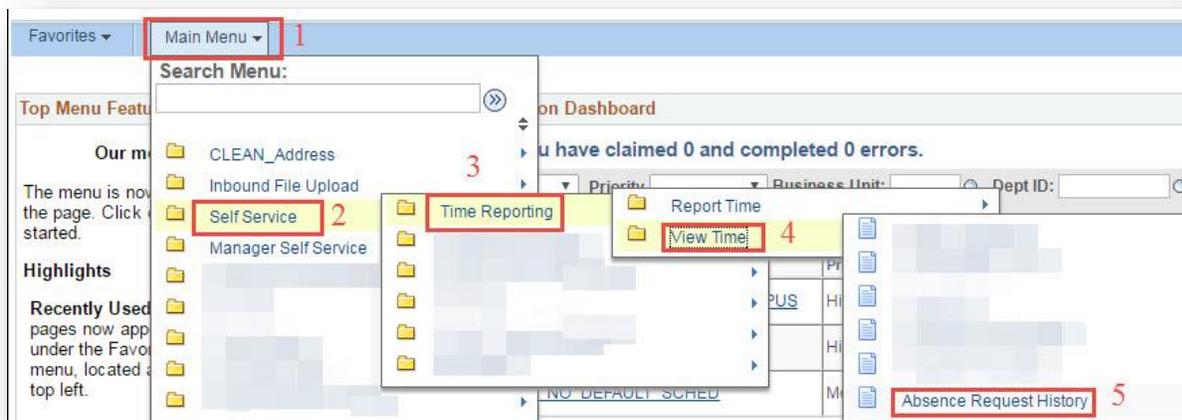
Entitlement Name	Balance as of 04/15/2017	From	To	Accrual Period
Vacation Allocation Balance	158.00 Hours	01/01/2017	12/31/2017	Year to Date
Legal Holiday Balance YTD	48.00 Hours	01/01/2017	12/31/2017	Year to Date
Sick Leave Balance (class)	849.25 Hours	01/01/2017	12/31/2017	Year to Date
Banked Leave	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 (uncles)	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

## Absence Request History & Editing your Submitted Absences:

The Request Absence page displays a hyperlink- *View Absence Request History*

This allows you to view the status of absences you have submitted.

- **Approved**- The absence has been approved by your supervisor. If a change needs to be made, please contact the payroll coordinator to make any adjustments.
- **Submitted**-The absence has been submitted by the employee, but not approved by the supervisor yet.
- **Pushed Back**- The absence has been sent back to the employee by the supervisor.
  - If you have a pushed back absence, please follow these steps to edit the absence request.
  - Click on Return to Absence Request if you are on the Absence Request History screen.
  - When you get back to the Request Absence screen, click on Main Menu at the top blue menu bar > Self Service > Time Reporting > View Time > Absence Request History



- The Edit button for the pushed back absence request will be active, allowing you to click on it and be taken back into that absence, where you will then be able to make any

necessary adjustments and then click **Submit**.



Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Sick Leave (UNC)	Push Back	10/17/2016	10/17/2016	8 Hours	Manager Absence Request	Edit
Sick Leave (UNC)	Approved	03/14/2016	03/14/2016			Edit

## Timesheet 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 on the Monday following a pay period.
- There is a “Time Administration” process which is run by the UW-Service Center in Madison around 9:00 a.m., 11:00 a.m., 1:00 p.m., 3:00 p.m. daily and overnight, and takes about an hour to run. This processes reported time, so if you submit your timesheet, it will sit in a holding pattern until the next Time Administration process finishes running, and then your supervisor will see your timesheet is ready for approval.
- Please note that punches will be rounded to the nearest quarter hour (ex. 0, 0.25, 0.5, 0.75, 1), as shown on the Time & Absence webpage: [http://www.uwgb.edu/human-resources/payroll/time-absence-information-\(1\)/](http://www.uwgb.edu/human-resources/payroll/time-absence-information-(1)/)

### **After entering absence, enter time:**

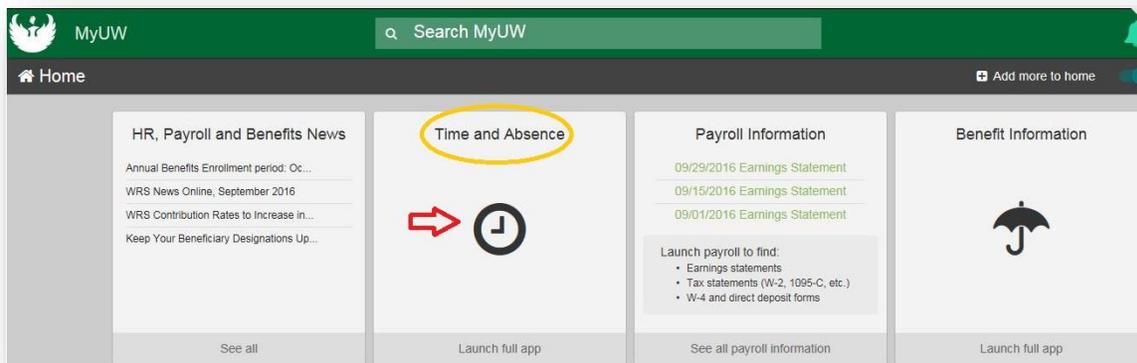
- From menu on the left:
  - Main Menu > Self Service > Time Reporting > Report Time > Timesheet



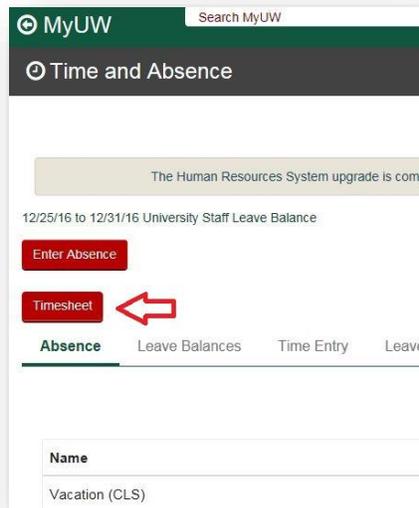
### **If no absences were entered, log into the [My UW System portal](#):**

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 to view prior or future timesheets.
- A prepopulated schedule will be filled in on your timesheet. If adjustments need to be made to the prepopulated schedule:
  - FIRST IN: Enter the time you first report to your job.
  - FIRST OUT: Enter the time that you leave your job for lunch or any other reason and plan on returning.
  - SECOND IN: Enter the time you return to your job.
  - SECOND OUT: Enter the time you leave your job for the day and will not return for another shift.

**Select Another Timesheet**

\*View By: Calendar Period Previous Period Next Period

\*Date: 05/14/2017 SI ↻

Scheduled Hours: 80.00      Reported Hours: 0.00

**From 05/14/2017 to 05/27/2017** ?

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code
	Sun	5/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Mon	5/15	New	7:45:00AM	11:15:00AM	12:00:00PM	4:30:00PM	8.00	<input type="text"/>
	Tue	5/16	New	7:45:00AM	11:15:00AM	12:00:00PM	4:30:00PM	8.00	<input type="text"/>
	Wed	5/17	New	7:45:00AM	11:15:00AM	12:00:00PM	4:30:00PM	8.00	<input type="text"/>
	Thu	5/18	New	7:45:00AM	11:15:00AM	12:00:00PM	4:30:00PM	8.00	<input type="text"/>
	Fri	5/19	New	7:45:00AM	11:15:00AM	12:00:00PM	4:30:00PM	8.00	<input type="text"/>
	Sat	5/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

- **Working one shift:** If you will only be working one shift - enter the time you first report to your job in the *FIRST IN* and enter the time you leave your job for the day in the *SECOND OUT*.

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total
	Sun	10/2	New					
	Mon	10/3	Submitted	9:00:00AM			5:00:00PM	8.00
	Tue	10/4	Submitted	9:00:00AM			5:00:00PM	8.00
	Wed	10/5	Submitted	9:00:00AM			5:00:00PM	8.00
	Thu	10/6	Submitted	9:00:00AM			5:00:00PM	8.00
	Fri	10/7	Submitted	9:00:00AM			5:00:00PM	8.00

- **Working three or more shifts:** If you are working three or more shifts in one day, scroll to the right and click on the “+” and a row will be added for you to enter your time worked.

group	Task Profile ID	Rule Element 1	Rule Element 2		
DEFAULT				+	-

- **Working a shift that ends after midnight:** If you start work one day and finish work the following day, add rows as needed, enter your punch in on the day you start, and your punch out on the day you end, as shown below.

Day	Date	Reported Status	In	Out	In	Out	Punch Total
Sun	11/27	New					
Mon	11/28	Submitted	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM	8.00
		Submitted	10:00:00PM				8.50
Tue	11/29	Submitted				6:30:00AM	
Wed	11/30	Submitted	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM	8.00
Thu	12/1	Submitted	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM	8.00

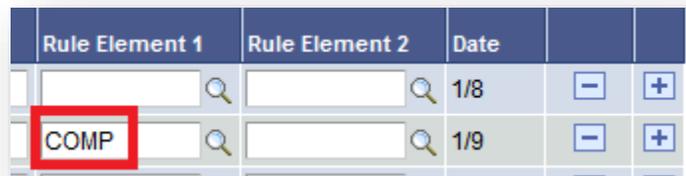
- Hours, minutes and seconds may be entered in one of two ways: using the 24 hour clock or standard clock.
  - Using the 24 hour clock, enter 0745 and the time will display as 7:45:00AM after clicking Submit. An entry of 1630 will display as 4:30:00PM.
  - Using the standard clock, hours may be entered as 4p, 4pm, 4P, or 4PM. After clicking Submit, the time will display as 4:00:00PM
    - If minutes and seconds are included, hours/minutes/seconds must be separated by colons (ex. 12:45p will display as 12:45:00PM, 8:30:15a will display as 8:30:15AM)
- If you have a new regular work schedule, please email [payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu) so we can update your prepopulated schedule.
- Once your time is entered, scroll to the bottom of the screen and click **Submit**.
- The Reported Hours field will update after the timesheet is submitted.

## 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 if hours are being worked/other type of leave is being used on the same day as the TRC will be used
  - Choose the correct TRC
  - In the Quantity field, enter the number of hours being taken
- Most commonly used TRC's: (*Contact Payroll before using other TRC's*)
  - **09 HOLWK - Holiday Worked:** used when working on a legal holiday, notifies the system to properly calculate holiday pay
    - For this TRC you would not add an additional row, but include the TRC on the line that hours are entered
  - **05 CTUSE - Comp Time Taken:** used when taking earned comp time as a type of leave

## Overtime/Comp Time Earned

- During the process of Time Administration, the system will calculate any overtime earned in the pay period
- A TRC should not be entered for overtime, the system will calculate it based on hours entered
- If you would like the overtime earned to be changed into comp time earned:
  - Enter a **Rule Element** on the timesheet for the week which comp time is earned
  - Scroll to the right side of the timesheet
  - Click on Rule Element 1 Magnifying Glass on the last day of the week overtime is earned
  - Click on COMP (Compensatory Time for Overtime). This will tell HRS to take the overtime earned and convert it to Comp Time Earned



Rule Element 1	Rule Element 2	Date		
		1/8	-	+
COMP		1/9	-	+

## Night Differential/Weekend Differential

- During the process of Time Administration, the system will automatically calculate:
  - Night Differential (6:00 p.m. – 6:00 a.m.)
  - Weekend Differential (12:00 a.m. Saturday - 11:59 p.m. Sunday)

*Please contact [payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu) or ext. 2390 if you have any questions.*