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.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click **Cancel Absences** tab.

3. Click on the absence line.

4. Enter comment, optional.

5. Click **Cancel Absence** button.

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

**NOTE**: if the absence does not need to be edited, sign out using the Actions menu (hamburger).
Edit an Absence

1. Click **View/Edit Request** tab.

2. Click on the cancelled request.

3. Update absence request.

4. Click **Submit**.

5. Click **Yes**, to verify that the request should be submitted.

6. To sign out click the Actions menu (hamburger) in the upper right corner.
Leave Reports

Leave reports must be submitted for every month, even if no leave was taken.

Missing leave reports can be found on the Leave Reports tab.

Review Missing Leave Reports

1. Click the Time and Absence tile from the MyUW portal.
   a. All UW: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. UW Madison: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Select Leave Reports.

3. View the list of missing reports (leave reports appear for 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, from the Request Absence tab.
   NOTE: Leave reports will continue to show as missing until the absence or no leave taken has been approved and overnight processing has run.

![Leave Reports](image)
Report Leave

Full time employees must request absences in ½ or full day increments (4 or 8 hours)
Part time employees must request actual hours absent, no less than quarter-hour increments.

If an employee has both monthly and bi-weekly paid jobs, do not use these steps to enter absences, instead review bi-weekly employee absence request.

If no leave time was used in a month, No Leave Taken must be reported using the No Leave Taken Reporting tab.

**NOTE:** If you have multiple jobs, you will need to select the correct job from the dropdown.

### Request an Absence

1. Click the Time and Absence tile from the MyUW portal.
   a. **All UW:** Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison:** Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. On the Request Absence tab, click **Absence Name** and select the absence from the dropdown.

3. Enter/Update information in the following fields:
   **NOTE:** Verify balance information at bottom of page prior to entering request.
   - **Hours Per Day** – How many hours are being requested for each day of absence
   - **Reason** – leave as is, this field is not used
   - **Start Date** – first day of the absence
   - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)
   **NOTE:** if entering a date range, do not include weekend days or cross multiple months
   - **Duration** – will automatically calculate
   - **Comments** – optional

4. Click **Submit**. Once submitted, no further changes can be made by the requestor.

5. Click **Yes**, to verify that the request should be submitted.
Enter No Leave Taken

NOTE:
- No Leave taken is selected to indicate months where no other leave was requested.
- Entry is based upon the calendar month, and must be entered for each month you are paid for working.
- If you have multiple jobs, entering No Leave Taken will be recorded for all active jobs.

WARNING: If you have multiple jobs and are using leave for one, enter the leave first before entering No Leave Taken.

Submit No Leave Taken

1. Click the Time and Absence tile from the MyUW portal.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click the **No Leave Taken Reporting** tab.

3. Click the slider bar for the month No Leave Taken is being reported and it will change to **Submitted**.
   **NOTE**: If an absence has already been entered for a month, the month will show **Submitted**.

4. To sign out, click the Actions menu in the upper right corner.
View Absence Balances

Previous, current and projected balances can be viewed with Absence Balances.

Absence Balances

1. Click the Time and Absence tile from the MyUW portal.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click **Absence Balances**.

3. To change the job for which absences are being viewed, click the **Balances for Job** drop down and select the job. If only one job, the field will be greyed out.

4. To view balances for previous pay periods, use the drop down to identify the period to review. **NOTE**: When viewing previous time periods, the projected balance is no longer shown.

5. **Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance).

6. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.
   - **Beginning Balance** – balance as of the end of the last pay period processed
   - **Current Usage** – any requests entered for current pay period that have been approved and overnight processing has run
   - **Current Balance** – beginning balance minus current usage
   - **Future Usage** - any requests entered for future pay period that have been approved and overnight processing has run
   - **Future Balance** - beginning balance minus current usage and future usage.
View Absence Request History

Submitted, approved, pushed back and cancelled requests will appear on this page.

Absence Balances

1. Click the Time and Absence tile from the MyUW portal.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click **View/Edit Requests**.

3. All submitted/approved/pushed back/cancelled absences will appear on the list.

4. To view more details about a request, click the request.

5. To make changes to a request, see the resource **Cancel/Edit Absence**.
Banked Leave Conversion

The option to bank leave is available once per year in December for eligible employees. Additional information regarding banked leave options will be provided by your institution if you are eligible.

To see Leave Policies click here.

1. Navigate to your timesheet.

2. On a non-scheduled day during December, select the Time/Absence Code, Convert Vac to Banked Lv.

3. Additional fields will appear to enter information:
   a. Enter the number of hours to convert in Convert Hours field.
   b. Enter the number of hours to payout in Payout Hours (as eligible).

4. Click Submit.
Absences can be modified or cancelled via the timesheet through the Monday after the end of the pay period.

If changes are made to an absence request after it has been approved (green check in the status column), notify your supervisor of the change. To see more about statuses, see Status Icons.

**Cancel an Absence**

1. Access the timesheet.

2. On the row with the date of the absence, click the minus sign.
   - or- click the check box and Delete Selected Rows to remove multiple rows at once.

3. Verify the request to delete.

4. Click Submit.

5. Click Sign Out in the upper right hand corner and then Log out of the portal.

**Edit an Absence (including Pushback)**

1. On the row with the date of the absence.
   a. Update the Time/Absence Code, if applicable.
   b. Update the hours being requested in the Quantity field, if applicable.

2. Click Submit.

3. Click Sign Out in the upper right hand corner and then Log out of the portal.
Change Timesheet View

By default the timesheet view is for the entire pay period, this can be changed to view by week or day.

Remove Single Row

1. Navigate to your timesheet.
2. Click the View by field.
3. Select either Day or Week.
   
   NOTE: By changing the View some buttons and links will change to reflect the new view (ie Next Period becomes Next Week)
Delete Rows on the Timesheet

Removing a row will remove all data from that row.

Remove Single Row

1. Navigate to your timesheet.
2. Click the minus sign in the row on the day to remove.
3. Click Yes – Delete to confirm that the row of data should be deleted.
4. Click Submit.

Remove Multiple Rows

1. Navigate to your timesheet.
2. Click the Select to Delete box on the rows to remove.
3. Click Delete Selected Rows button
4. Click Yes to verify the rows of data should be deleted.
5. Make time entries as necessary.
6. Click Submit.
Enter a Full Day Absence on the Timesheet

Bi-weekly paid employees who are required to record the shift start and end times and are also absence eligible will submit their absence requests through their timesheet.

For information on legal holiday, see legal holiday.

Review Available Time

Prior to entering an absence, verify that you have enough time to cover the absence.

**NOTE:** You can also review previous pay period absence use by changing the Display Balances Year and Period fields.

1. Navigate to the timesheet.
2. Scroll to the bottom of the timesheet.
3. On the Absence Balances tab, see Posted and Projected balances.
   a. **Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance)
   b. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.

**NOTE:** Information about what each column shows can be found by clicking on the blue i (information icon).

Enter a Full Day Absence

1. On the row with the date of the absence, select the absence type from the Time/Absence Code drop down list. Absence types appear at the bottom of the list.
   **NOTE:** Shift In/Shift Out fields will grey out as soon as an absence type is selected.
2. Enter the hours being requested in the Quantity field.
3. Click **Submit**.
   a. **Reported Hours** will be updated to total all hours entered for the time period.
   b. Gear icon will appear in the Status column.
Multiple Absence Types – Same Day

1. Navigate to the timesheet.

2. On the row with the date of the absence, select the absence type from the Time/Absence Code drop down list. Absence types appear at the bottom of the list.  
   **NOTE:** Shift In/Shift Out fields will grey out as soon as an absence type is selected.

3. Enter the hours being requested in the Quantity field.

4. Click the **plus sign** next to the date of the absence, to add another row.

5. **Repeat** steps 2 – 4 as needed.

6. Click **Submit**.  
   a. Reported Hours will be updated to total all hours entered for the time period.  
   b. Gear icon will appear in the Status column.

---

Observe the table and figures provided below for reference.

---

Absence Request Warning

If you request an absence but did not have enough hours prior to the start of the pay period in that absence type for the single request; you will see a warning message similar to the one below.

Example of when will you see the warning:
- At the start of the pay period you have 4 hours of vacation time. On Monday you request 6 hours of vacation. - You will see the warning message.
- At the start of the pay period you have 4 hours of vacation time. On Monday you request 2 hours of vacation time and on Tuesday you request 4 hours of vacation time. - You will **NOT** see the warning message because you did not exceed the available hours in a single request.
Enter a Partial Day Absence on the Timesheet

Bi-weekly paid employees who are required to record the shift start and end times and are also absence eligible will submit their absence requests through their timesheet.

For information on legal holiday, see legal holiday.

Review Available Time
Prior to entering an absence, verify that you have enough time to cover the absence.

NOTE: You can also review previous pay period absence use by changing the Display Balances Year and Period fields.

1. Navigate to the timesheet.
2. Scroll to the bottom of the timesheet.
3. On the Absence Balances tab, see Posted and Projected balances.
   a. Posted Leave Balances show balance totals as of the last completed payroll (Available Balance)
   b. Projected Balances shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.

NOTE: Information about what each column shows can be found by clicking on the blue i (information icon).

Enter a Partial Day Absence
1. On the row with the date of the absence, select the absence type from the Time/Absence Code drop down list. Absence types appear at the bottom of the list.

   NOTE: Shift In/Shift Out fields will grey out as soon as an absence type is selected.

2. Enter the hours being requested in the Quantity field.
3. Click the plus sign next to the date.
4. Enter hours worked in the Shift In/Shift Out fields.
5. Click Submit.
   a. Reported Hours will be updated to total all hours entered for the time period.
b. Gear icon will appear in the Status column.

Absence Request Warning

If you request an absence but did not have enough hours prior to the start of the pay period in that absence type for the single request; you will see a warning message similar to the one below.

Example of when will you see the warning:
- At the start of the pay period you have 4 hours of vacation time. On Monday you request 6 hours of vacation. - You will see the warning message.
- At the start of the pay period you have 4 hours of vacation time. On Monday you request 2 hours of vacation time and on Tuesday you request 4 hours of vacation time. - You will NOT see the warning message because you did not exceed the available hours in a single request.
Accessing the Timesheet

1. The timesheet is accessed through your MyUW portal. 
   **NOTE:** The Portal can be accessed from anywhere as long as you have Internet service, including your Smart Phone or Tablet.
   - **All UW:** Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   - **UW Madison:** Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Select your institution from the Organization drop down list. 
   **NOTE:** You can check the box to *Remember my selection* to make access easier in the future.

3. Click **Go**.

4. Enter your **UW Institutional ID username and password**

5. Click **Login**.

6. Click on the **Time and Absence Tile**.

7. Click the **Timesheet** button. 
   **NOTE:** for additional help on entering time and absences, click the Help link in the upper right of the page.

8. If you have multiple jobs, you will see a list of jobs. Click the Job Title to be taken to that timesheet. Use the Job Title, Working Title and Department (found on Select Job tab) to decide which job to pick.

*** The timesheet can be accessed from within HRS using the following navigation: **Self Service > Time Reporting > Report Time > Timesheet**
Legal Holiday - Record Absence

UW System observes nine legal holidays per year. Visit the UW System page for additional details and leave policies: https://www.wisconsin.edu/ohrwd/benefits/leave/

Legal Holiday Automatic Load

**Full time employees** (FTE 1.0) will have 8 hours of legal holiday automatically loaded to the timesheet within a few weeks of the actual holiday. If you are not working on this day due to the holiday observation, no change needs to be made to the timesheet. **WARNING:** If time has already been submitted for the observed date prior to the legal holiday time hours being loaded, the time will need to be removed or an exception will be created. **NOTE:** Select departments do not have legal holiday hours auto-loaded and time will needed to be entered as usual.

**Full time employees** (FTE 1.0) **with a prepopulated schedule** whose scheduled hours fall on the observed holiday will have a maximum of 8 legal holiday hours automatically loaded.

**Part-time employees** (< 1.0 FTE) will not have legal holiday hours automatically loaded and may need to enter them manually. Follow steps for entering an absence.

Floating Legal Holiday Absence Used

Floating Legal Holiday hours are observed holidays that fall on a Saturday or non-scheduled day. These hours are available for use at any time during the year. While available for use, the hours are not actually earned until the pay period in which the observed holiday occurs. If you leave the position before the hours are actually earned, you will need to pay back the overused hours.

If you work on a legal holiday, the hours are available to use at another time. Follow these steps to use the hours.

1. Navigate to the timesheet.
2. On the row with the date of the absence, select the absence type of Legal Holiday from the Time/Absence Code drop down list.
3. Enter the number of hours being requested in the Quantity field.
4. Click Submit.
   a. *Reported Hours* will be updated to reflect all Time and Absence hours entered for the time period.
   b. The Needs Approval icon will appear in the Status column.
Pre-Populated Schedule with More than 8 Hours on Holiday (Full time employee)

A maximum of 8 hours will be loaded through the automatic load process. Additional time will need to be covered with another absence type (or worked), or the hours over 8 will be unpaid.

1. Navigate to the timesheet (hyperlink)
2. On the row with the legal holiday, click the plus sign to add a row.
3. Select the absence type to be used from the Time/Absence code drop down.
4. Enter the number of hours requested in the Quantity field.
5. Click Submit.
   a. Reported Hours will be updated to reflect all Time and Absence hours entered for the time period.
   b. The Needs Approval icon will appear in the Status column.

<table>
<thead>
<tr>
<th>Timesheet</th>
<th>Additional Elements</th>
<th>Status</th>
<th>Date</th>
<th>Quantity</th>
<th>Time / Absence Code</th>
<th>Sched Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sun 1/20</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon 1/21</td>
<td>2.00</td>
<td>Vacation (CLS)</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1/21</td>
<td>8.00</td>
<td>Legal Holiday (CLS)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Pre-Populated Schedule with Less than 8 Hours on Holiday (Full time employee)

The legal holiday auto load will automatically load 8 hours. Additional hours will need to be updated so overtime is not incurred.

1. Navigate to the timesheet (hyperlink)
2. On the row with the legal holiday, update the Quantity field to reflect accurate hours.
3. Click Submit.
   a. Reported Hours will be updated to reflect all Time and Absence hours entered for the time period.
   b. The Needs Approval icon will appear in the Status column.

<table>
<thead>
<tr>
<th>Timesheet</th>
<th>Additional Elements</th>
<th>Status</th>
<th>Date</th>
<th>Quantity</th>
<th>Time / Absence Code</th>
<th>Sched Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sun 1/20</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon 1/21</td>
<td>6.00</td>
<td>Legal Holiday (CLS)</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**Status Icons on the Timesheet**

Status icons on the timesheet indicate the stage of processing for reported or payable time. Access the legend of status icons by hovering over the "Status" link.

<table>
<thead>
<tr>
<th>Status Image</th>
<th>Status</th>
<th>In relation to Absences</th>
<th>In relation to Reported Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submitted</td>
<td>N/A</td>
<td>The time has been submitted and no processes have run against it yet (runs daily at 4a, 9a, 11a, 1p, 3p and around 8p)</td>
</tr>
<tr>
<td></td>
<td>Needs Approval</td>
<td>The absence has been submitted to supervisor for approval, but no action has been taken yet.</td>
<td>The time has been processed by Time Administration, and is awaiting supervisor approval.</td>
</tr>
<tr>
<td></td>
<td>Approved</td>
<td>The time or absence has been approved by the manager and is awaiting the appropriate background processes to run in order to be picked up by the payroll calculation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taken by Payroll</td>
<td>The time or absence has been included in the most recent payroll process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rejected by Payroll</td>
<td>The time or absence was not included in the most recent payroll process due to an error in the employee's setup.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pushed Back</td>
<td>The absence was not approved by the manager, it was pushed back by the manager and so is up to the employee to make appropriate edits.</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Denied</td>
<td>N/A</td>
<td>The time was not approved by the manager, it was denied by the manager and it is up to the employee to make appropriate edits.</td>
</tr>
<tr>
<td></td>
<td>Closed</td>
<td>Hours that do not process for payment, such as ACAHW or auto lunch deductions, automatically are put into a Closed status. Time may also be closed if part of a Service Center manual adjustment. This time is not expected to be paid.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multiple</td>
<td>There is more than one status on the day, click the link on the date to see the details of the multiple statuses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exception</td>
<td>There is an issue with the time that has been entered, preventing it from being processed correctly by the Time Administration process.</td>
<td></td>
</tr>
</tbody>
</table>

Last Revised: 1/9/2019
**View Absence Balances (bi-weekly)**

Previous, current and projected balances can be viewed with Absence Balances.

**Absence Balances**

1. Click the Time and Absence tile from the MyUW portal.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click the **View Leave Balance** button.

3. If you have multiple jobs, you can change which job absences are being viewed for by clicking the **Balances for Job** drop down and changing the job.

4. 

5. To view balances for previous pay periods, use the drop down to identify the period to review. **NOTE**: When viewing previous time period, the projected balance amount is no longer shown.

6. **Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance).

7. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.
   - **Beginning Balance** – balance as of the end of the last pay period processed.
   - **Current Usage** – any requests entered for current pay period that have been approved and overnight processing has run.
   - **Current Balance** – beginning balance minus current usage.
   - **Future Usage** - any requests entered for future pay period(s) that have been approved and overnight processing has run.
   - **Future Balance** - beginning balance minus current usage and future usage.

---

**View Absence Balances**

**Emp ID/Name**: 000000000  ERNIE EXEMPT

*Display balances for job*

*Display balances for year* 2018  09/29/2018 - 09C

**Posted Leave Balances for Period Ending 09/29/2018 - HPR 09C**

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Beg Earn Balance</th>
<th>Earned</th>
<th>Used/Adj</th>
<th>Ending Earned Balance</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>69.76</td>
<td>7.66</td>
<td>0.00</td>
<td>77.42</td>
<td>123.00</td>
</tr>
<tr>
<td>Vacation Carryover</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick</td>
<td>808.59</td>
<td>5.00</td>
<td>0.00</td>
<td>873.59</td>
<td>873.59</td>
</tr>
</tbody>
</table>

**Projected Balances for Sep 30 to Oct 13 - HPR 10A**

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Beginning Balance</th>
<th>Current Usage</th>
<th>Current Balance</th>
<th>Future Usage</th>
<th>Future Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>128.00</td>
<td>-8.00</td>
<td>120.00</td>
<td>0.00</td>
<td>120.00</td>
</tr>
<tr>
<td>Vacation Carryover</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick</td>
<td>873.59</td>
<td>-8.00</td>
<td>865.59</td>
<td>0.00</td>
<td>865.59</td>
</tr>
</tbody>
</table>

Last Revised: 11/22/2018