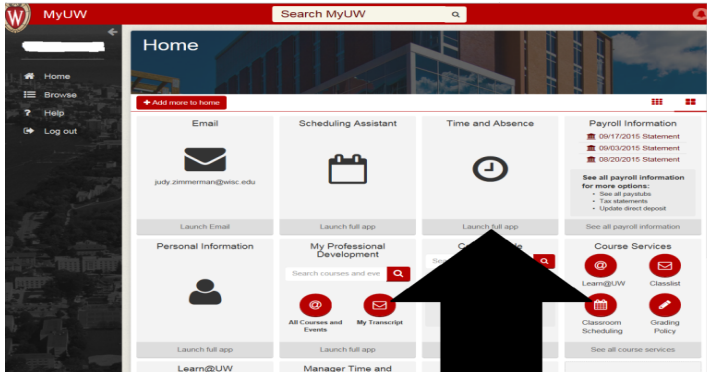
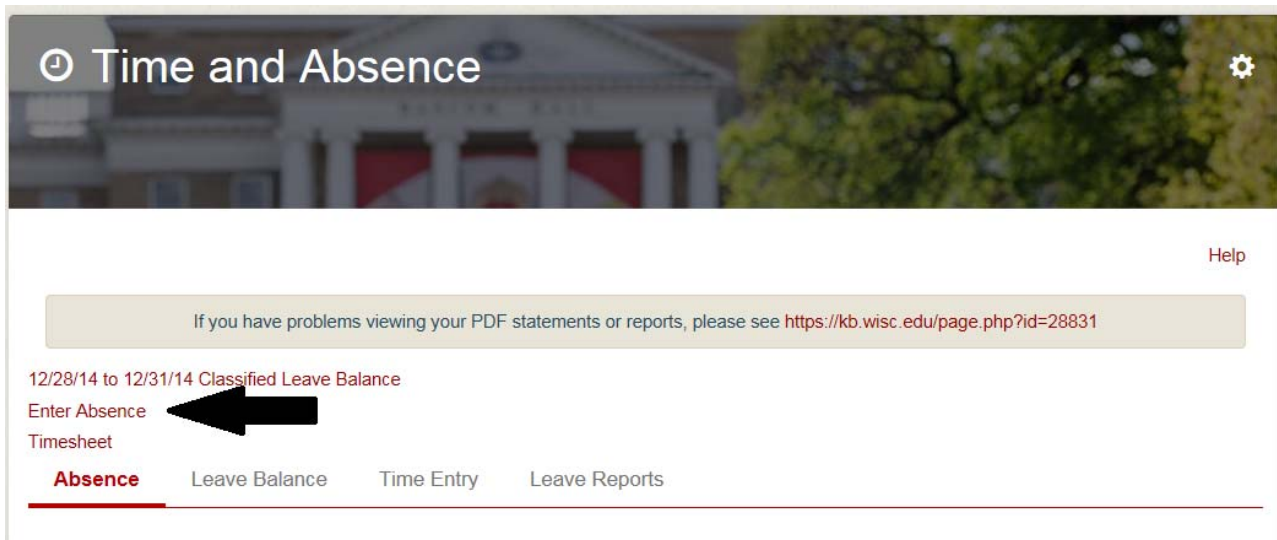


ENTERING ABSENCES:

- Go to my.wisc.edu and log into **MY UW**.
- Select **Time and Absence**.



- From the Time and Absence screen, select **Enter Absence**.



- This will bring you to the **Request Absence** screen.
- Select an **Absence Name** from the drop-down list.

Absence Detail	ALRA (UNC) Convert Vac to ALRA (UNC) Jury Duty (UNC) Leave w/o Pay Approved (UNC) Legal Holiday (UNC) No Leave Taken (UNC) Personal Holiday (UNC) Select Absence Name Sick Leave (UNC) Vacation (UNC)	View Monthly Schedule
*Start Date:		
Filter by Type:		
*Absence Name:		
Comments		
Requestor Comments:	<input type="text"/>	

* Required Field

Go To: [View Absence Request History](#)
[View Absence Balances](#)

- Notice **Current Balance** populates for the type of leave requested.

- Enter the **Start Date** and **End Date** of the absence.
- If the absence is for more than one day **DURING THE SAME WEEK**, i.e. Monday through Friday, enter a date range. DO NOT indicate a date range that includes weekend dates unless the weekend dates are part of the employee's regularly scheduled work days. SEE EXAMPLES BELOW.
- **KEEP Filter by Type, Reason, and Entry Type** as is – do not change.
- Enter number of hours taken in **Hours Per Day** using the guide that is on your paper leave reports.

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

- Click on the yellow box that says **Calculate End Date or Duration** (below) in order for the absence to take. Clicking on the yellow box will fill in the **Duration** box with hours requested.
- If employee did not take leave for the month, the employee needs to enter an absence request for **No Leave Taken (UNC)**; enter the same day of the month under **BOTH** the **Start Date** and **End Date**. Example: Start Date = 5/31/18 and End Date = 5/31/18.

Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.
Note that ALBA conversion dates must be entered between the dates of 7/1/2015 and 10/31/2015.

Absence Detail

* Start Date: 06/04/2015 [View Monthly Schedule](#)
 End Date: 06/06/2015
 Filter by Type: All
 * Absence Name: Vacation (UNC) Current Balance: 202.75 Hours**
 Reason: Select Absence Reason
 Entry Type: Hours Per Day
 Hours Per Day: 8.00
 Duration: 24.00 Hours
[Calculate End Date or Duration](#)

Comments

Requestor Comments:

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

[Save for Later](#) [Submit](#)

Go To: [View Absence Request History](#)
[View Absence Balances](#)

- Click "Submit"
- Click "Yes"
- Click "OK"

To enter another absence request, click on the "Absence Request" link at the top of the page to start the second absence request.

EXAMPLE #1:

If absence request is for vacation for January 12 to January 19, 2018, employee needs to enter TWO separate absence requests – one for each week.

Start Date: 01/12/18

End Date: 01/12/18

Enter 8.0 hours in HOURS PER DAY.

Then "CALCULATE END DATE OR DURATION". Total should show 8.0 hours vacation requested.

Then Submit.

Start Date: 01/16/18

End Date: 01/19/18

Enter 8.0 hours in HOURS PER DAY.

Then "CALCULATE END DATE OR DURATION". Total should be 32.0 hours vacation requested.

Then Submit.

If employee submitted this request as ONE request, HRS would calculate 8.0 hours/day for EACH day including weekends, etc. causing the employee to overuse intended leave.

EXAMPLE #2:

If absence request is for January 16 to January 19, 2018, and the employee wants to use two different types of leave such as vacation and personal holiday, the employee will need to enter TWO absence requests – one for each type leave.

Vacation

Start Date: 01/16/18

End Date: 01/17/18

Enter 8.0 hours in HOURS PER DAY.

Then "CALCULATE END DATE OR DURATION". Total shows 16.0 hours vacation requested.

Then Submit.

Personal Holiday

Start Date: 01/18/18

End Date: 01/19/18

Enter 8.0 hours in HOURS PER DAY.

Then "CALCULATE END DATE OR DURATION". Total shows 16.0 hours personal holiday requested.

Then Submit.

LEGAL HOLIDAYS:

- Legal holidays will automatically load based on your FTE. Employees do not need to enter legal holidays if the hours are correct.
- If employee is less than 1.0 FTE, the employee will receive a prorated amount based on FTE.
- If an employee needs to void or change the number of hours worked for a legal holiday, contact your payroll representative.
- If there is a floating holiday that occurs in the fiscal year, select **Legal Holiday (UNC)** as the absence type when that floating holiday is used.

NO LEAVE TAKEN:

- If the employee has not taken any Leave during a given month, the employee must submit an absence request for **No Leave Taken (UNC)**.
- The Start date and End date must be the same date.
- Employee needs to select an Absence Name from the drop-down list of “No Leave Taken (UNC)”. Reason should remain blank.
- If there is a Legal Holiday during a month such as Labor Day, Thanksgiving, etc., and the employee has not taken any other leave during the month, the employee still needs to submit a “No Leave Taken (UNC)” request.

Absence Detail	ALRA (UNC) Convert Vac to ALRA (UNC) Jury Duty (UNC) Leave w/o Pay Approved (UNC) Legal Holiday (UNC) No Leave Taken (UNC) Personal Holiday (UNC) Select Absence Name Sick Leave (UNC) Vacation (UNC)	View Monthly Schedule
*Start Date:		
Filter by Type:		
*Absence Name:		
Comments		
Requestor Comments:	<input type="text"/>	

* Required Field

Go To: [View Absence Request History](#)[View Absence Balances](#)

- Managers will be required to approve the No Leave Taken request, just as with any other absence request.
- If employee does not enter a No Leave Taken absence take for a month in which no leave was used, the Leave Report will be considered “missing” for that month, which may result in Sick Leave Reduction.

Additional Resource:

- Request Absences through ESS (Employee Self-Service) – KB # 17773:
<https://www.kb.wisc.edu/page.php?id=17773>