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.
- 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.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Time Used</th>
<th>Time Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time</td>
<td>Any amount</td>
<td>Actual hours</td>
</tr>
<tr>
<td>Full Time</td>
<td>Less than 2 hrs</td>
<td>0 hours</td>
</tr>
<tr>
<td>Full Time</td>
<td>2-6 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>Full Time</td>
<td>&gt; 6 hours</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

• 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.

• 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.

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