

OVERVIEW

UW-Madison employees can report absences using Oracle/PeopleSoft Human Resources System (HRS) via the MyUW portal. Absences should be submitted before reporting any time worked.

This document will outline instructions on how to access the Employee Self Service through the MyUW Portal and how to report absences for the pay period. You have until the last Friday of each pay period to enter your absences.

This document is broken into three sections.

[SECTION A – ACCESSING ESS](#)

[SECTION B – ENTERING ABSENCE REQUESTS](#)

[SECTION C – SUPPLEMENTAL RESOURCES](#)

TERMINOLOGY

- Employees Self Service (ESS) – Used by employees who submit Time and Absences electronically through the MyUW portal.
- eTIME – This is the electronic absence and time keeping section in the Employee Self-Service feature on the MyUW Portal.
- Human Resource System (HRS) – this is where employee HR, Payroll, Benefits, Funding, and Time and Labor information is administered.

AUDIENCE

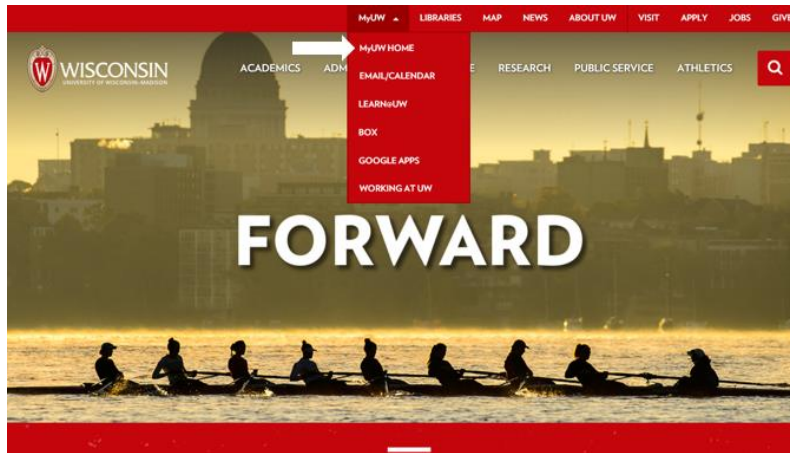
This document can be used by bi-weekly non-exempt employees who report their time electronically using ESS via the MyUW Portal.

QUESTIONS

If you have questions regarding reporting absences, please contact your Department/Division Payroll Coordinator.

SECTION A - ACCESSING ESS

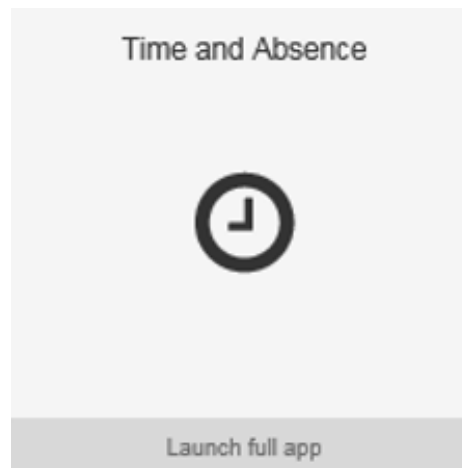
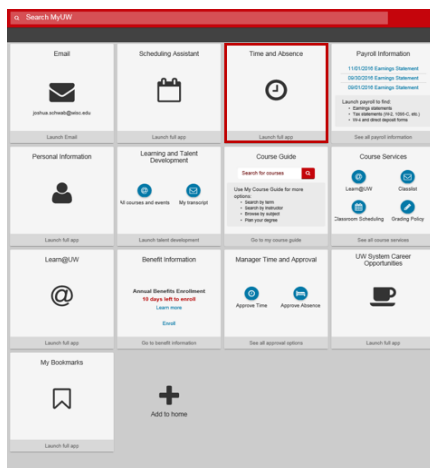
1. Log in to the MyUW portal at <http://www.wisc.edu>. Click on MyUW dropdown on the menu at the top of the screen and then go to MyUW Home.



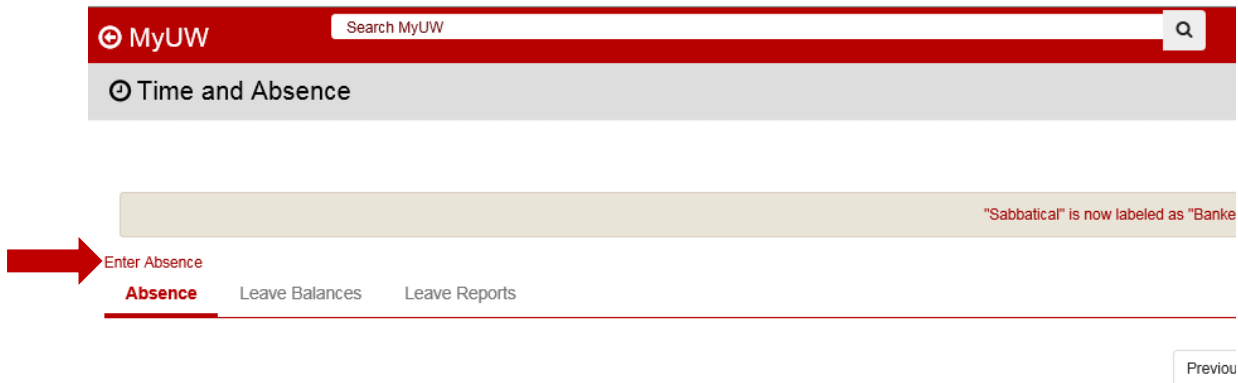
2. Enter your UW NetID and Password. Then click the Login button.



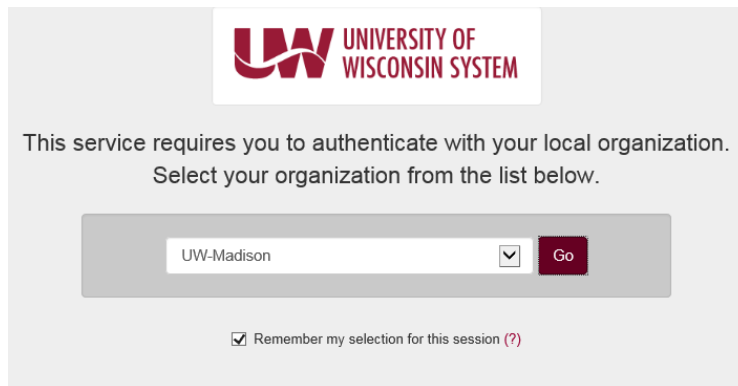
3. Click on **Time and Absence**.



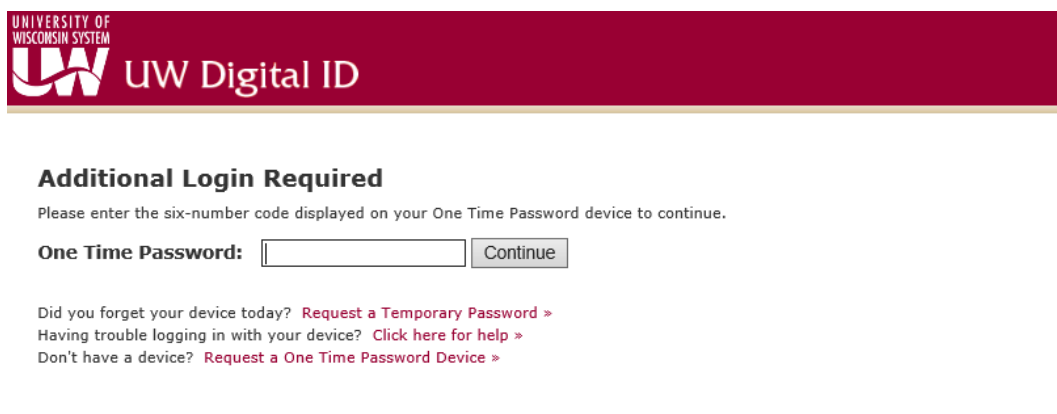
- The Time and Absence page will appear. If you have absences to report for the current pay period, click **Enter Absence**.



- Choose UW-Madison as the local organization and click GO.




- You may be required to enter your **One-Time Password** if you have other HRS access. This screen will only appear if this applies to you.



SECTION B - ENTERING ABSENCE REQUESTS

Once you are logged in, the **Request Absence** page will appear (below). Fill out all required fields. Follow steps 7-17 on how to fill out each field.

7. Click on the calendar icon  to select the **Start Date** of your absence (field defaults to the current date and you may need to change it).
8. Leave the **Filter by Type** field defaulted to **All**.
9. In the required **Absence Name** field, click on the drop-down arrow, and select the type of absence you took during the previous pay period

EXCEPTION: Legal Holidays are automatically loaded into HRS each calendar year if you are eligible to earn Legal Holidays, so there is no need to report a Legal Holiday as an absence in HRS.

LIMITATION: Only one type of absence can be entered on a single request. If you have several types of absences (e.g. personal holiday, sick leave, vacation), you will need to indicate hours for each type of absence.

10. After selecting an **Absence Name** (e.g. *Personal Holiday*), the **Absence Detail** section expands, showing additional entry and display fields.

NOTE: When an absence is selected (except for *No Leave Taken*), the **Current Balance** field displays the number of hours remaining for that type of absence (as of the previous Earnings Statement). It will not immediately deduct absences currently being submitted, once your request is approved by your supervisor and processed by HRS, this number will update.

Absence Detail

*Start Date: 08/22/2016 [View Monthly Schedule](#)

End Date:

Filter by Type: All

*Absence Name: Personal Holiday (UNC) **Current Balance: 36.00 Hours****

Reason: Select Absence Reason

Entry Type: Hours Per Day

Hours Per Day:

Duration: Hours

[Calculate End Date or Duration](#)

Shows *Current Balance* of selected absence name (e.g. Personal Holiday) as of your previous Earnings Statement

11. In the required **End Date** field; enter in the end date of the absence. Check with your department/division HR Office to determine if you need to request absences by day or if you can enter in a range of dates.

12. Leave the **Reason** field as is; not used at UW-Madison.

13. Leave the **Entry Type** field as *Hours Per Day*; do not change.

14. In the required **Hours Per Day** field, enter the number of hours you are using for this type of absence.

NOTE: If you took a combination of more than one type of absence on the same day (e.g. vacation and sick), you will need to enter two absence requests for that day.

NOTE: If you are a non-exempt employee, and you need to record fractions of an hour, use the below table for rounding of hours.

Rounding of Hours	Minutes	0-7	8-22	23-37	38-52	53-60
	Hundredths	0.0	0.25	0.5	0.75	1.0

15. Click the **Calculate End Date or Duration** button to auto-populate the **Duration** field.

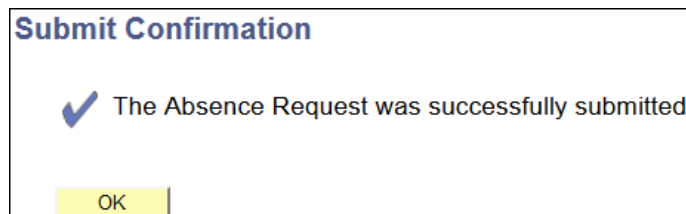
NOTE: After clicking the **Calculate End Date or Duration** button, HRS will auto-calculate the **Duration** field. Do not enter anything manually in the **Duration** field.

Make sure that the **Duration** field is less than or equal to your remaining balance. If not, you will need to reduce the number of hours in the **Hours Per Day** field for this type of absence or select a different type of absence (e.g. Vacation) with enough remaining hours.

16. Submit your absence request to your supervisor.

NOTE: Before you submit your Absence Request, verify your entry. Once your absence request is submitted, it is no longer available for you to edit and make changes, unless you ask your supervisor to push it back to you.

17. Once you submit the request, the *Submit Confirmation* screen displays, notifying you that the request was submitted successfully. Click **OK** to continue.



The *Request Details* screen appears after you click OK on the *submit confirmation* popup.

- The *Workflow* section indicates the Status of **Submitted**.
- The *Request History* section displays the date the absence report was submitted.
- The *Approval using TL Security* section indicates the submitted absence is **pending** supervisor approval.

NOTE: The supervisor (backup) will either approve, deny or push back the absence request to you.

Request Details

BUCKY BADGER
SR INFORM PROC CONSLT

View Request Status and Approval Details
Note that ALRA conversion takes must be entered between the dates of 7/1/2016 and 10/31/2016.

Details			
Start Date:	08/22/2016		
End Date:	08/22/2016		
Absence Name:	Personal Holiday (UNC)	Current Balance:	36.00 Hours**
Reason:			
Partial Days:	Hours Per Day		
All Days Hours:	8.00		
Duration:	8.00 Hours		

Workflow	
Status:	Submitted

Request History				
Status	Name	Date	Comments	
1 Submitted	BUCKY BADGER	09/01/2016		

Approval using TL Security

Absence Management: Pending

Approval using TL Security

Pending

Multiple Approvers
UW Absence by TL Security

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

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

ERRORS

If you see a mistake in your absence hours, contact your supervisor so they can either push back the absence request to you so you can modify and re-submit, or they can deny the absence request so you can cancel it.

NOTE: If your supervisor has already approved the absence, contact your units Payroll & Benefits Coordinator.

Multiple Day Absence Requests

Employees can submit an absence request that spans over one day. **Check with your Department/Division to determine what your Unit's process is.**

REMINDER: If you took a combination of more than one type of absence on the same day (e.g. vacation and sick), you will need to enter two absence requests for that day.

1. Enter in **Start Date** of the Absence.

2. Enter in **End Date**.

NOTE: If the request spans over days that you are not scheduled then you may need to submit multiple absence requests.

3. Choose **Absence Name**.

4. Leave **Reason** defaulted to Regular.

5. **Entry Type:** Leave defaulted to *Hours Per Day*.

6. Enter **Hours Per Day**.

7. Click **Calculate End Date or Duration** button.

NOTE: This will automatically populate the **Duration** field. Do not enter manually enter hours into **Duration** field.

Absence Detail

*Start Date: 11/07/2016 [View Monthly Schedule](#)

End Date: 11/11/2016

Filter by Type: All

*Absence Name: Vacation (UNC) **Current Balance: 182.75 Hours****

Reason: Regular

Entry Type: Hours Per Day

Hours Per Day: 8.00

Duration: 40.00 Hours

Calculate End Date or Duration

Comments

Requestor Comments:

* Required Field

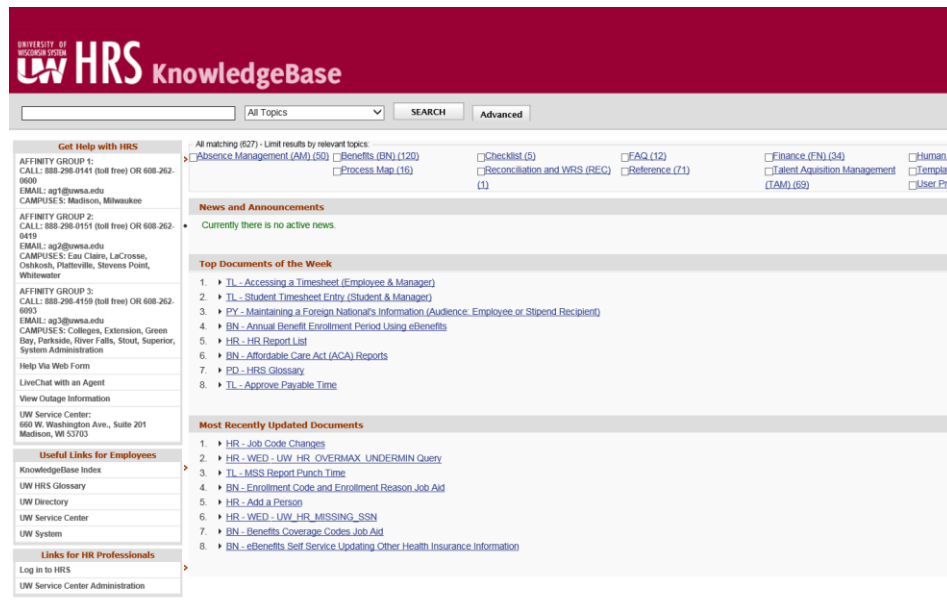
**Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

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

[View Absence Balances](#)

SECTION C – SUPPLEMENTAL RESOURCES



There are several KBs that provide online step by step instructions. Employees can use the below link to access the HRS KnowledgeBase.

<https://kb.wisc.edu/hr>

KB Name	Link
Payroll Calendar	Payroll Calendar Link
Requesting Absences through ESS	https://kb.wisc.edu/hrs/page.php?id=17773
Reviewing Absence Balances	https://kb.wisc.edu/hrs/page.php?id=17397
Review Absence Request History	https://kb.wisc.edu/hrs/page.php?id=17876
Update a Pushed Back Absence Request	https://kb.wisc.edu/hrs/page.php?id=17796
Entering in a Partial Day Absence	https://kb.wisc.edu/hrs/page.php?id=16688
Using Multiple Absence Types over 1 day	https://kb.wisc.edu/hrs/page.php?id=17883