OVERVIEW

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

This document will outline instructions on how to access Manager Self-Service through the MyUW Portal and how to review and approve absences for your employees you are assigned as the supervisor or back-up.

Best Practice: Employees should enter all their absences by the last Friday of the pay period.

This document is broken into three sections.

SECTION A - ACCESSING MSS

SECTION B - REVIEWING EMPLOYEES' ABSENCES

SECTION C – SUPPLEMENTAL RESOURCES

AUDIENCE

Supervisors and managers who have employees who submit their absences using eTIME - ESS.

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.

- Manager Self Service (MSS) – Used my managers/supervisors who approve Time and Absences electronically through the MyUW portal.

- Time Admin – this is when the HRS will 'update' to include changes made to employee records. Time Admin runs each day (9am, 11am, 1pm, and 3pm). If changes are made, you should them reflected approximately 2 hours after the next Time Admin processing time.
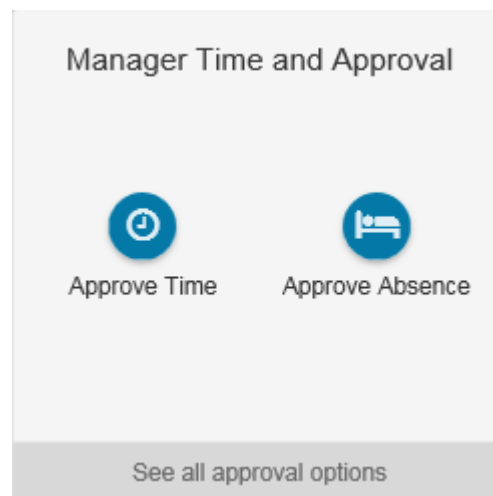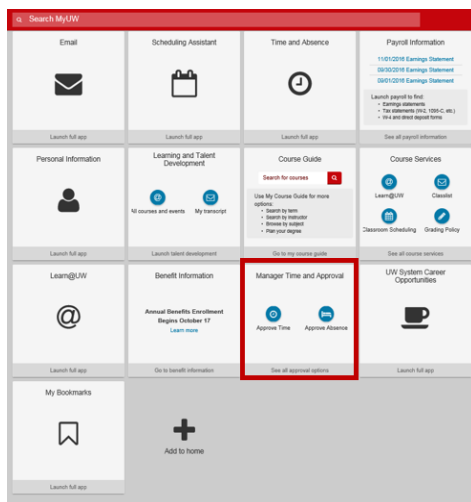
SECTION A - ACCESSING MSS

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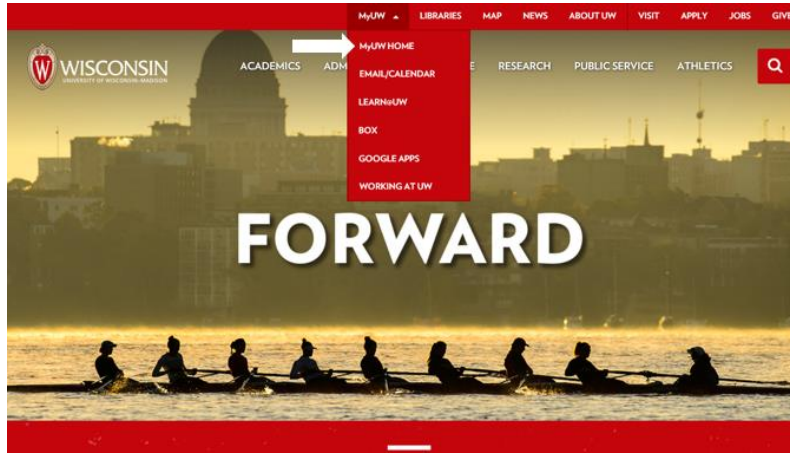
2. Enter your UW NetID and Password. Then click the **Login** button.

3. Click on **Manager Time and Approval**. Click on **Approve Time**.

4. 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 - REVIEWING EMPLOYEES' ABSENCES

After logging in, the **Approve Payable search screen** will appear (below image).

5. Click the dropdown button next to **Show Requests by Status** and make sure is on *Pending*. A list of pending requests that need your approval will automatically populate. If there are no pending requests, then you will see a message that indicates that there are no results to display.

6. Click on the first request. **NOTE:** You will need to approve each request separately.

- Review **Start Date, End Date, Absence Name,** and **Hours Per Day.**

- Review **Current Balance**

- Check to make sure **Hours Per Day** field has a number entered. This number should be populated in **Duration.**

NOTE: If it says 0, push the request back to the employee.

7. Click Approve, Deny, or Push Back.

NOTE: If you Deny or Push Back the request, contact the employee (No notification goes to the employee). You can also add comments for the employee in these instances.

If you clicked **APPROVE** absence: these Approval Confirmation screens will appear.

8. Click YES on when the Approve Confirmation screen that appears. If you choose No, then….

Approval Confirmation

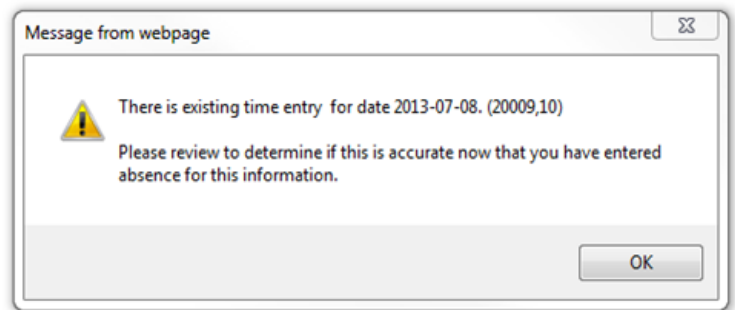✔ Are you sure you want to Approve this Absence Request?

| Yes | No |

9. Click OK on the Approve Confirmation screen that appears.

Approve Confirmation

✔ The Absence Request was successfully approved.

OK

10. The **Message from webpage** message may appear if time was also recorded on the same date of this approved absence. Click **OK**.

Message from webpage   ✕

⚠ There is existing time entry for date 2013-07-08. (20009,10)

Please review to determine if this is accurate now that you have entered absence for this information.

OK

11. Repeat these steps for all pending absences for the pay period. Once all absences have been reviewed and approved, denied, or pushed back, a message will show indicating *There are no results to display.*

12. If you have approved **ALL** absences, you can exit HRS or start approving time. Follow this path:

Click on Manager Self Service>Time Management>Approve Time and Exceptions>Payable Time

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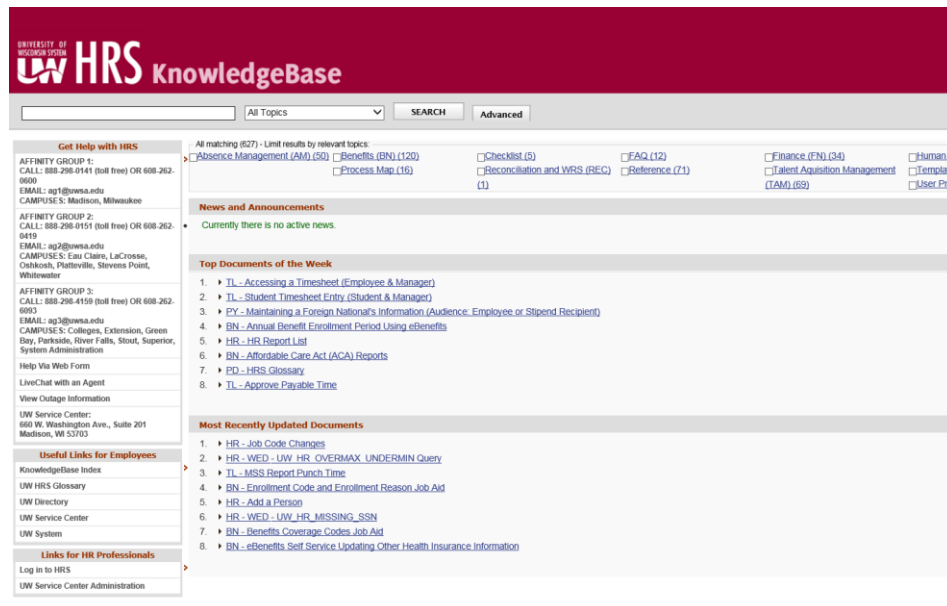
There are several KBs that provide online step by step instructions. Employees can use the below link to access the HRS KnowledgeBase.

https://kb.wisc.edu/hr

KB Name	Link
Payroll Calendar	Payroll Calendar Link
Push Back an Absence Request - Manager	https://kb.wisc.edu/hrs/page.php?id=17866
View Employee Absence Balances - Manager	https://kb.wisc.edu/hrs/page.php?id=18200
Approve an Absence – Manager	https://kb.wisc.edu/hrs/page.php?id=17247
Enter Absences with Multiple Take Types - Manager	https://kb.wisc.edu/hrs/page.php?id=17819
Enter an Absence Take – Manager	https://kb.wisc.edu/hrs/page.php?id=17763
Enter a Partial Day Absence – Manager	https://kb.wisc.edu/hrs/page.php?id=17790