



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

HRS Employee Self Service

Non-Exempt

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Approval Timeline

Time Entry Deadlines:

Employees (EE) should enter and submit all time entries by **Noon on the Monday after the pay period ends.**

Supervisors will review exceptions and approve all time by the end of the work day on the **Tuesday after the pay period ends.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First Day of Pay Period		Week 1 of Pay Period			EE: Enter time and submit for whole week if not already completed.	
		Week 2 of Pay Period			EE: Enter time and submit for whole week if not already completed.	End of Pay Period
First Day of Next Pay Period	EE: Deadline – All absences and time must be submitted by noon for the pay period.	Supervisors review and approve time.				

Rounding Rules

Remember...	
1.	Rounding is applied to each punch on the timesheet
2.	Absences and Time should be reported in .25 hour increments
3.	.10 should not be used (HRS will override this value and round it to .25 hours)
4.	When combined with absences, make sure both are reported in .25 hours.

Rounding of Hours	Minutes	0.0 - 7.5	7.5 - 22.5	22.5 - 37.5	37.5 - 52.5	52.5 - 60
	Hundredths	0.0	.25	.0.5	0.75	1.0

2016 Bi-Weekly Pay Schedule

Biweekly Pay Schedule University Staff (Classified) and Student Hourly

Pay Period	Pay Run ID	Pay Period	Final Calc and Confirmation	Pay Date
Dec B 2015	2015BW12B	12/13/2015 - 12/26/2015	12/30/2015 Noon	01/07/2016
Jan A	2016BW01A	12/27/2015 - 01/09/2016	01/13/2016 Noon	01/21/2016
Jan B	2016BW01B	01/10/2016 - 01/23/2016	01/28/2016 Noon	02/04/2016
Feb A	2016BW02A	01/24/2016 - 02/06/2016	02/11/2016 Noon	02/18/2016
Feb B	2016BW02B	02/07/2016 - 02/20/2016	02/25/2016 Noon	03/03/2016
Mar A	2016BW03A	02/21/2016 - 03/05/2016	03/10/2016 Noon	03/17/2016
Mar B	2016BW03B	03/06/2016 - 03/19/2016	03/23/2016 Morning	03/31/2016
Apr A	2016BW04A	03/20/2016 - 04/02/2016	04/07/2016 Noon	04/14/2016
Apr B	2016BW04B	04/03/2016 - 04/16/2016	04/21/2016 Noon	04/28/2016
Apr C	2016BW04C	04/17/2016 - 04/30/2016	05/05/2016 Noon	05/12/2016
May A	2016BW05A	05/01/2016 - 05/14/2016	05/18/2016 Noon	05/26/2016
May B	2016BW05B	05/15/2016 - 05/28/2016	06/02/2016 Noon	06/09/2016
Jun A	2016BW06A	05/29/2016 - 06/11/2016	06/16/2016 Morning	06/23/2016
Jun B	2016BW06B	06/12/2016 - 06/25/2016	06/29/2016 Noon	07/07/2016
Jul A	2016BW07A	06/26/2016 - 07/09/2016	07/14/2016 Noon	07/21/2016
Jul B	2016BW07B	07/10/2016 - 07/23/2016	07/28/2016 Noon	08/04/2016
Aug A	2016BW08A	07/24/2016 - 08/06/2016	08/11/2016 Noon	08/18/2016
Aug B	2016BW08B	08/07/2016 - 08/20/2016	08/25/2016 Noon	09/01/2016
Sep A	2016BW09A	08/21/2016 - 09/03/2016	09/08/2016 Noon	09/15/2016
Sep B	2016BW09B	09/04/2016 - 09/17/2016	09/22/2016 Noon	09/29/2016
Oct A	2016BW10A	09/18/2016 - 10/01/2016	10/06/2016 Noon	10/13/2016
Oct B	2016BW10B	10/02/2016 - 10/15/2016	10/19/2016 Noon	10/27/2016
Oct C	2016BW10C	10/16/2016 - 10/29/2016	11/03/2016 Noon	11/10/2016
Nov A	2016BW11A	10/30/2016 - 11/12/2016	11/16/2016 Noon	11/23/2016
Nov B	2016BW11B	11/13/2016 - 11/26/2016	12/01/2016 Noon	12/08/2016
Dec A	2016BW12A	11/27/2016 - 12/10/2016	12/15/2016 Noon	12/22/2016
Dec B	2016BW12B	12/11/2016 - 12/24/2016	12/29/2016 Morning	01/05/2017
Jan A	2017BW01A	12/25/2016 - 01/07/2017	01/12/2017 Noon	01/19/2017

Payroll processing dates are subject to change. Changes will be communicated to institution payroll offices and posted on the UW Service Center website: <https://uwservice.wisconsin.edu/administration/payroll/>

- <https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2016-full.pdf>
- <https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2017-full.pdf>

2017 Bi-Weekly Pay Schedule

Biweekly Pay Schedule University Staff, Academic Staff Hourly and Student Hourly

Pay Period	Pay Run ID	Pay Period	Final Calc and Confirmation	Pay Date
Dec B 2016	2016BW12B	12/11/2016 - 12/24/2016	12/29/2016 Morning	01/05/2017
Jan A	2017BW01A	12/25/2016 - 01/07/2017	01/12/2017 Morning	01/19/2017
Jan B	2017BW01B	01/08/2017 - 01/21/2017	01/26/2017 Noon	02/02/2017
Feb A	2017BW02A	01/22/2017 - 02/04/2017	02/09/2017 Noon	02/16/2017
Feb B	2017BW02B	02/05/2017 - 02/18/2017	02/23/2017 Noon	03/02/2017
Mar A	2017BW03A	02/19/2017 - 03/04/2017	03/09/2017 Noon	03/16/2017
Mar B	2017BW03B	03/05/2017 - 03/18/2017	03/23/2017 Noon	03/30/2017
Apr A	2017BW04A	03/19/2017 - 04/01/2017	04/06/2017 Noon	04/13/2017
Apr B	2017BW04B	04/02/2017 - 04/15/2017	04/19/2017 Noon	04/27/2017
Apr C	2017BW04C	04/16/2017 - 04/29/2017	05/04/2017 Noon	05/11/2017
May A	2017BW05A	04/30/2017 - 05/13/2017	05/17/2017 Noon	05/25/2017
May B	2017BW05B	05/14/2017 - 05/27/2017	06/01/2017 Noon	06/08/2017
Jun A	2017BW06A	05/28/2017 - 06/10/2017	06/15/2017 Noon	06/22/2017
Jun B	2017BW06B	06/11/2017 - 06/24/2017	06/28/2017 Noon	07/06/2017
Jul A	2017BW07A	06/25/2017 - 07/08/2017	07/13/2017 Noon	07/20/2017
Jul B	2017BW07B	07/09/2017 - 07/22/2017	07/27/2017 Noon	08/03/2017
Aug A	2017BW08A	07/23/2017 - 08/05/2017	08/10/2017 Noon	08/17/2017
Aug B	2017BW08B	08/06/2017 - 08/19/2017	08/23/2017 Morning	08/31/2017
Sep A	2017BW09A	08/20/2017 - 09/02/2017	09/07/2017 Noon	09/14/2017
Sep B	2017BW09B	09/03/2017 - 09/16/2017	09/21/2017 Noon	09/28/2017
Sep C	2017BW09C	09/17/2017 - 09/30/2017	10/05/2017 Noon	10/12/2017
Oct A	2017BW10A	10/01/2017 - 10/14/2017	10/18/2017 Noon	10/26/2017
Oct B	2017BW10B	10/15/2017 - 10/28/2017	11/02/2017 Noon	11/09/2017
Nov A	2017BW11A	10/29/2017 - 11/11/2017	11/15/2017 Noon	11/22/2017
Nov B	2017BW11B	11/12/2017 - 11/25/2017	11/30/2017 Noon	12/07/2017
Dec A	2017BW12A	11/26/2017 - 12/09/2017	12/14/2017 Noon	12/21/2017
Dec B	2017BW12B	12/10/2017 - 12/23/2017	12/28/2017 Morning	01/04/2018
Jan A	2018BW01A	12/24/2017 - 01/06/2018	01/11/2018 Noon	01/18/2018

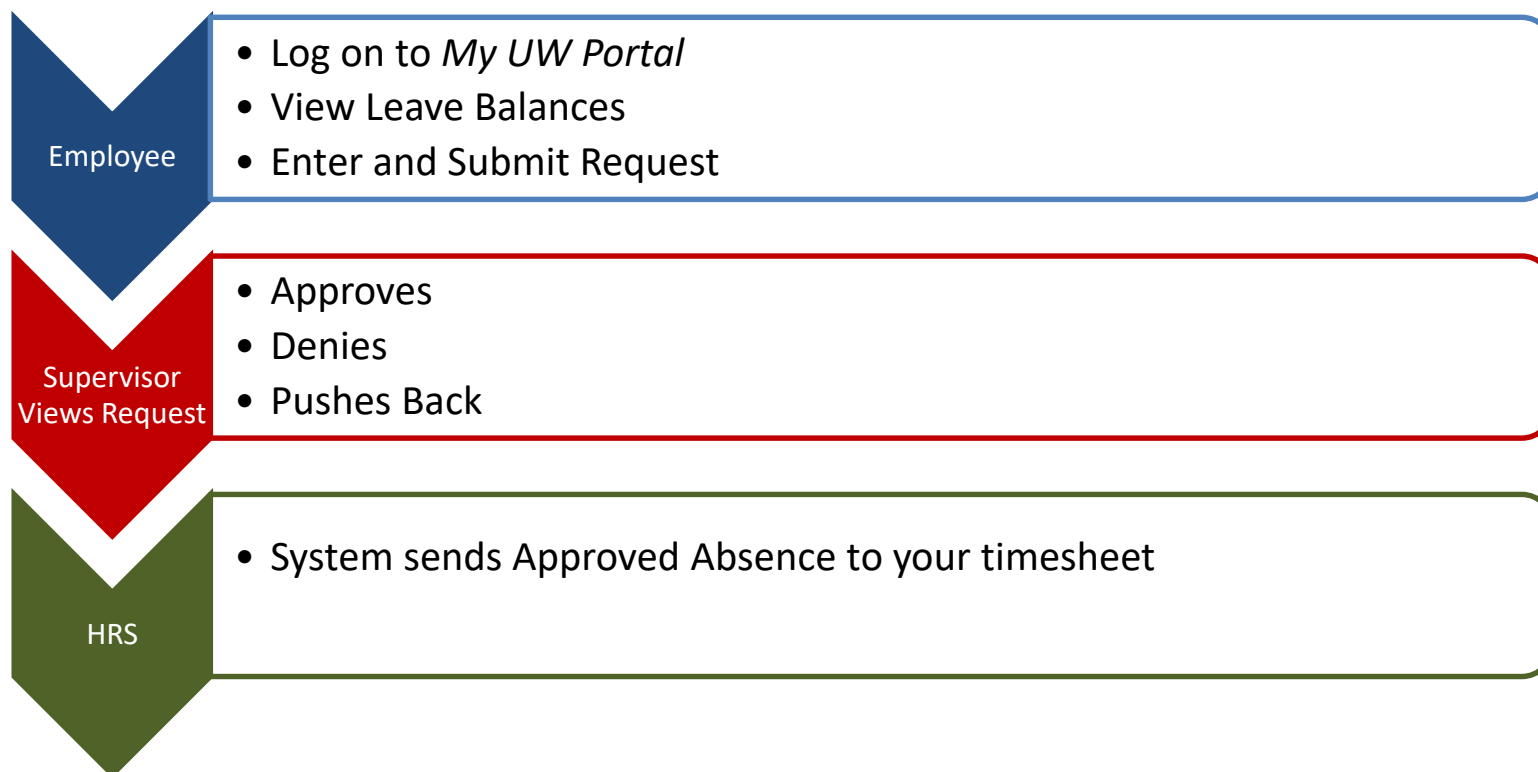
Payroll processing dates are subject to change. Changes will be communicated to institution payroll offices and posted on the UW Service Center website: <https://uwservice.wisconsin.edu/administration/payroll/>

<https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2016-full.pdf>

<https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2017-full.pdf>

Absences

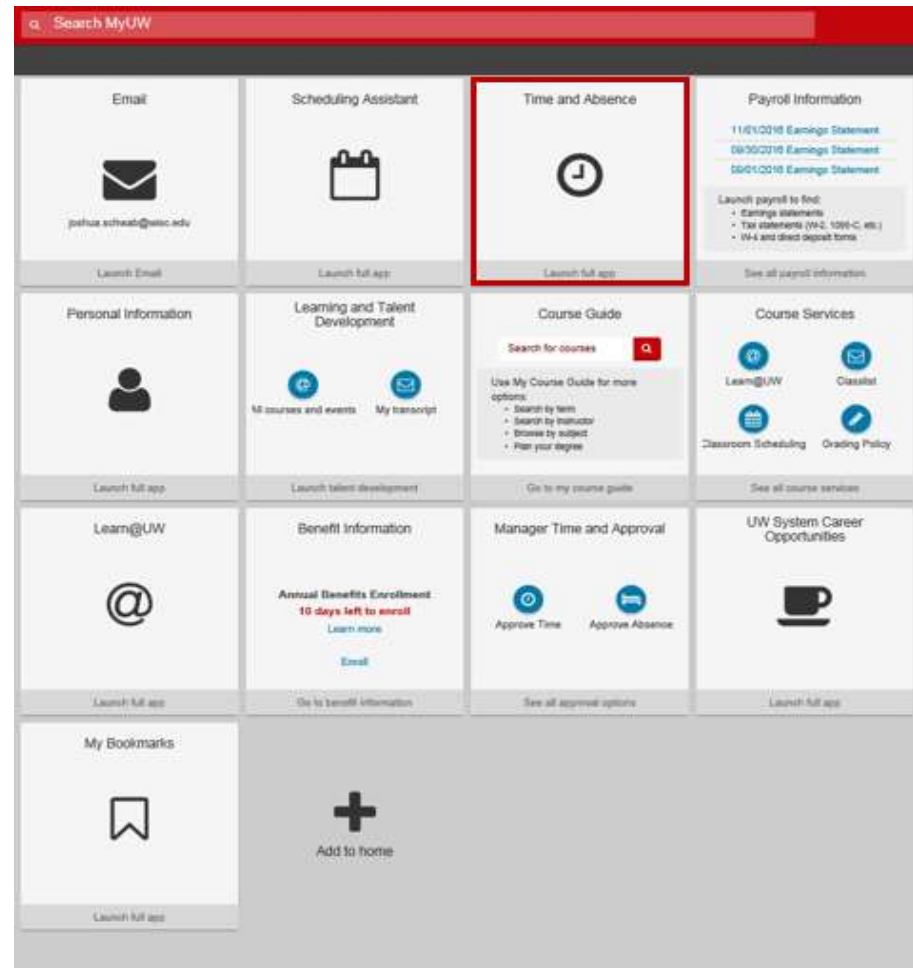
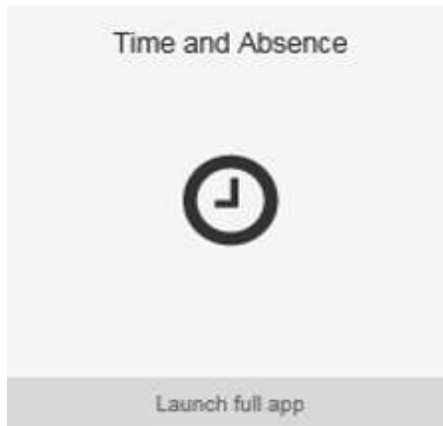
Entry and Approval Process



Accessing eTIME - ESS

1. Log into the My UW Portal at <https://my.wisc.edu> using your NetID and password

2. Click on the **Time and Absence** link



Viewing Leave Balances

MyUW Search MyUW

Time and Absence Options

3. Next click on the **Leave Balance** link. **NOTE:** These balances are as of the last payroll calc.

Help

Enter Absence

Absence **Leave Balances** Leave Reports

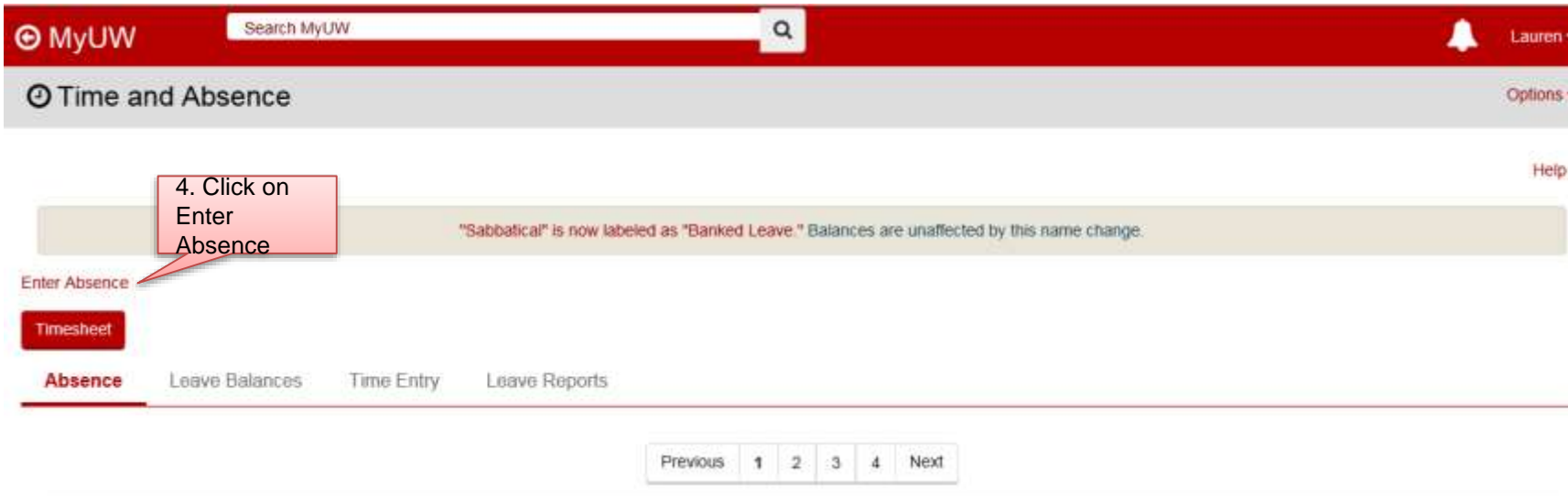
Leave balances are also available on your current Earnings Statement.

Entitlement	Balance
ALRA Balance	0.00
Legal Hol Remaining Bal	40.00
Personal Holiday Balance	0.00
Sick Leave Balance (incls)	148.00
VN Allocated Remaining Bal	176.00
Vacation Available Balance	182.75
Vacation Carryover Balance	6.75

Unclassified Leave Report Unclassified Summer Session/Service Leave Report

*You can also view Absence History on this screen by click on Absence.

Entering an Absence

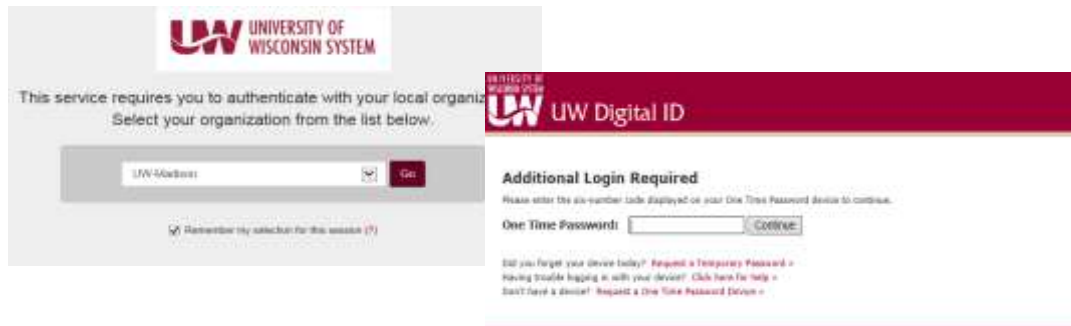


The screenshot shows the MyUW interface. At the top, there is a search bar for MyUW and a user profile for Lauren. Below this is a navigation bar for "Time and Absence" with an "Options" dropdown. A message banner states: "Sabbatical" is now labeled as "Banked Leave." Balances are unaffected by this name change. The main content area has a "Help" link and a "Timesheet" button. Below the Timesheet button are four tabs: "Absence" (which is selected), "Leave Balances", "Time Entry", and "Leave Reports". At the bottom of the page, there is a pagination control with buttons for "Previous", "1", "2", "3", "4", and "Next".

4. Click on Enter Absence

5. You will be asked to choose your local organization.

*If you have other HRS access you may be required to enter your One-Time Password.



The screenshot shows the University of Wisconsin System authentication page. It features the UW logo and the text "UNIVERSITY OF WISCONSIN SYSTEM". Below the logo, it says "This service requires you to authenticate with your local organization. Select your organization from the list below." There is a dropdown menu for "UW Madison" and a "Go" button. A checkbox option reads "Remember my selection for this session (*)". To the right, there is a "UW Digital ID" section with the heading "Additional Login Required". It asks the user to "Please enter the six-number code displayed on your One-Time Password device to continue." and includes a "One-Time Password" input field with a "Continue" button. At the bottom, there are links for "Did you forget your device today? Request a Temporary Password", "Having trouble logging in with your device? Click here for help", and "Don't have a device? Request a One-Time Password Device".

Entering an Absence

6. Enter **Absence Start Date**

7. Leave **Filter by Type** to “All”

8. Select **Absence Name** from drop-down menu. After selecting an Absence Name, more fields will appear for you to fill out.

(See following page for commonly used Absence Names)

Request Absence

IS SPECIALIST CONF

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail		
* Start Date:	<input type="text" value="02/28/2012"/> 	View Monthly Schedule
Filter by Type:	<input type="text" value="All"/>	
* Absence Name:	<input type="text" value="Select Absence Name"/>	

Comments	
Requestor Comments:	<input type="text"/>

* Required Field

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

[View Absence Balances](#)

[Job List](#)

Commonly Used Leave

Here is the drop down menu for you to select your leave type.

The circled leave is the most common.


Be VERY careful to select the correct leave type.

Insert a new screenshot

Request Absence

HR ASST ADV

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	08/01/2013  View Monthly Schedule
Filter by Type:	All
*Absence Name:	Vacation (CLS) <ul style="list-style-type: none"> Jury Duty (CLS) Leave w/o Pay (CLS) Leave w/o Pay Non Deduct (C Lv w/o Pay Craft Non Ded (CL Mil Lv 30 Day Paid (CLS) Mil Lv 30 Day Unpaid ND (CL Personal Holiday (CLS) Professional Development (C Sabbatical (CLS) Select Absence Name Sick Leave (CLS) Vacation (CLS) Work Comp WRS Accumulate
Comments	
Requestor Comments:	<input type="text"/>
* Required Field	
Go To:	View Absen View Absen

******IMPORTANT TO FOLLOW THESE STEP BY STEP******

Entering an Absence

9. End Date: required Field

10. Absence Name: Choose type of leave

11. Reason: field is not used

12. Entry Type: Should be hours per day

13. Hours Per Day” Enter the number of hours used per day

14. Calculate End Date or Duration: Click button (this will auto-populate the Duration Hours field

15. Submit: Click submit (this will send the request to your supervisor for approval

Request Absence

HR ASST ADV
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: ST [View Monthly Schedule](#)

End Date: ST

Filter by Type:

*Absence Name: Current Balance: 224.25 Hours**

Reason:

Entry Type:

Hours Per Day:

Duration: Hours

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that

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

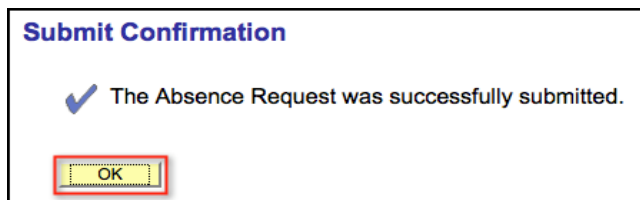
[View Absence Balances](#)

Balance for leave will populate based on type of leave, this will not update until it is processed.

Comments can be added prior submitting

Entering an Absence

16. Once you have submitted, you will see a confirmation page. Click OK button.



Your supervisor will either approve, deny, or push back the absence request.

Request Details

HR ASST ADV

[View Request Status and Approval Details](#)

Details

Start Date:	08/15/2012	
End Date:	08/15/2012	
Absence Name:	Personal Holiday (CLS)	Current Balance: 23.00 Hours**
Reason:		
Partial Days:	Hours Per Day	
All Days Hours:	7.25	
Duration:	7.25	Hours

Workflow

Status: Submitted

Request History

Status	Name	Date	Comments
1 Submitted	MONTGOMERY	08/13/2012	

Approval using TL Security

▼ Absence Management: Pending

Approval using TL Security

Pending

⌚ [Multiple Approvers](#)
UW Absence by TL Security

Absence Request – Timesheet View

Absence Request will appear on your timesheet as soon as you submit it.

View By: Time Period Date: 10/06/2013 Refresh [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From: Schedule Information

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 10/06/2013 to Saturday 10/19/2013

Timesheet Filter

Sun 10/6	Mon 10/7	Tue 10/8	Wed 10/9	Thu 10/10	Fri 10/11	Sat 10/12	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Sat 10/19	Total	Time Reporting Code	Taskgroup	Task
	9.00	9.00	9.00	9.00	4.00			9.00	9.00	9.00				67.00		UW_DEFAULT	
												5.00		5.00		UW_DEFAULT	
											8.00			8.00	Vacation - VACTN	UW_DEFAULT	

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/07/2013	Submitted	9.00		9.00	
10/08/2013	Submitted	9.00		9.00	
10/09/2013	Submitted	9.00		9.00	
10/10/2013	Submitted	9.00		9.00	
10/11/2013	Submitted	4.00		4.00	
10/14/2013	Submitted	9.00		9.00	
10/15/2013	Submitted	9.00		9.00	
10/16/2013	Submitted	9.00		9.00	
10/17/2013	Approved or Needs Approval	8.00	VACTN	9.00	
10/18/2013	Submitted	5.00		4.00	

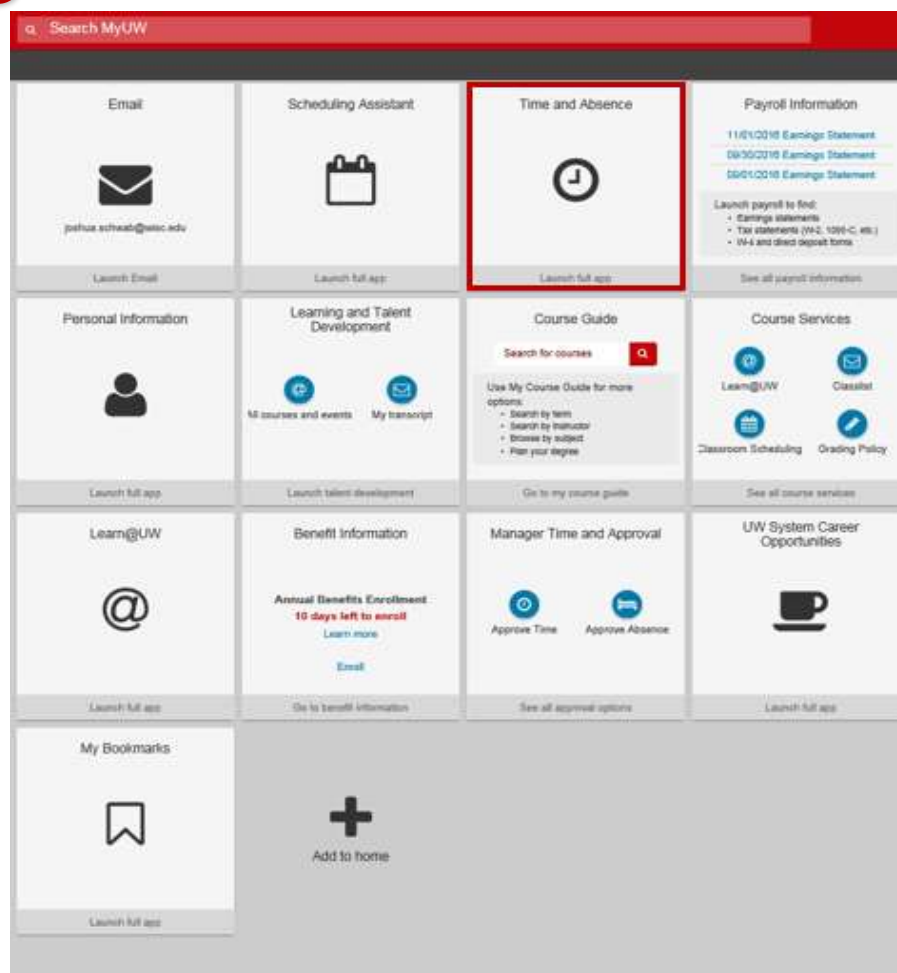
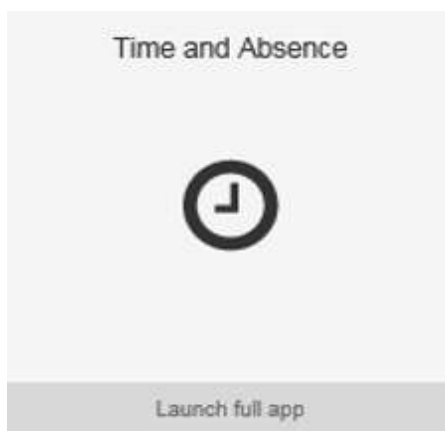
The status will show either Approved or Needs Approval.

Timesheet Entry

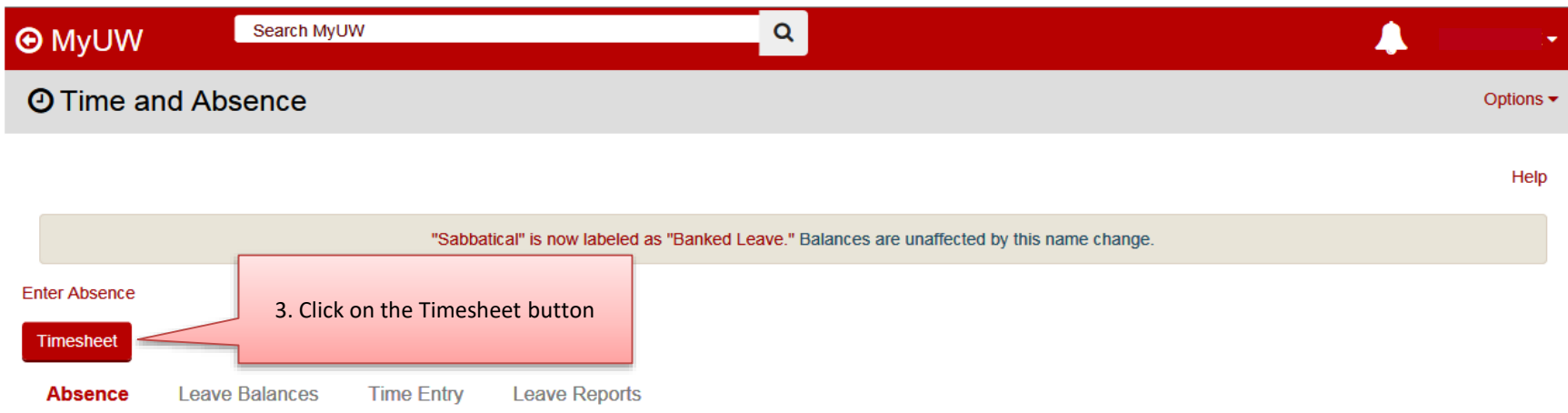
Accessing eTIME - ESS

1. Log into the My UW Portal at <https://my.wisc.edu> using your NetID and password

2. Click on the **Time and Absence** link



Timesheet Entries



The screenshot shows the MyUW interface for Timesheet Entries. At the top, there is a red navigation bar with the MyUW logo, a search bar labeled "Search MyUW", a notification bell, and a user profile icon. Below this is a grey header bar with "Time and Absence" and an "Options" dropdown. A light green banner contains a message: "Sabbatical" is now labeled as "Banked Leave." Balances are unaffected by this name change. The main content area has a "Enter Absence" section with a "Timesheet" button highlighted by a red callout box containing the text "3. Click on the Timesheet button". Below the button are four tabs: "Absence" (selected), "Leave Balances", "Time Entry", and "Leave Reports". A "Help" link is visible in the top right corner.

Note: After clicking on the **Timesheet** link, a second Log On may be necessary your NetID and Password.

HRS Access: Depending on your role and HRS security you may need enter in a One Time Password.

Reporting Time

View By: Day
 Time Period
 Week

Date: 10/30/2016 Ⓜ Refresh

<< Previous Day Next Day >>

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Sunday 10/30/2016

Timesheet Ⓜ

Sun 10/30	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2		
<input type="text"/>		<input type="text"/>	UW_DEFAULT	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	+

If you start reporting time in the middle of a pay period, the first time that you go to report your hours you will need to change the view by from WEEK to DAY. It will then allow you to enter in the hours for each day. You will need to enter in hours this way for 12/1/16 - 12/3/16.

Enter the hours into the Day field. To go to other days, use the Next Day and Previous Day buttons.

Reporting Time

This is an example of an Elapsed Exception timesheet. Employee who use this timesheet enter *total* hours worked each day.


 [Click for Instructions](#)

View By: Date:   Refresh [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From:

Reported Hours: 0.00 Hours Scheduled Hours: 80.00 Hours [Next Employee >>](#)

From Sunday 03/25/2012 to Saturday 04/07/2012

Timesheet 

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	4/3	4/4	4/5	4/6	4/7	
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		

Entering and Submitting Time Worked

Timesheet Sign Out

Employee ID:

Job Title: UW HUMAN RESOURCES MG Employee Record Number: 0

Timesheet will default to current pay period

View By: Date: 08/12/2012
[<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From:

Reported Hours: Scheduled Hours: 80.00 Hours
 [<< Previous Employee](#) [Next Employee >>](#)

From Sunday 08/12/2012 to Saturday 08/25/2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25		
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			

4. Enter in the total hours worked each day rounded to the nearest quarter hour.

After you click the **SUBMIT** button, the **Reported Hours** will change from zero to number of hours submitted. Your supervisor is not able to approve your submitted hours immediately. The hours must run through a Time Administration process first.

If you need to make changes to your time sheet, you can access your timesheet and make the corrections if your supervisor has not approved your time. If they have approved your time you will need to contact your Department/Division HR Office.

Supplemental Information

Different Scenarios:

- Overtime
- Comp Time (Accrued vs. Comp Time Paid)
- Reporting Floating Holiday
- Legal Holidays

Troubleshooting:

- Modifying a Pushed Back Absence

Overtime

From Sunday 10/30/2016 to Saturday 11/12/2016

Timesheet

Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Total	Time Reporting Code
	8.00	8.00	8.00	9.00	8.00			8.00	8.00	8.00	8.00	8.00			<input type="text" value=""/>

When an employee reports more than 40 hours worked, they will automatically receive overtime for the time over 40 hours. There is no need to do anything to notate this.

Check with your Department/Division HR Office to determine if you are eligible for OT.

Compensatory Time Accruing

From Sunday 10/16/2016 to Saturday 10/29/2016

Timesheet														Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2		
Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Total						
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				UW_DEFAULT				
					1.0											UW_DEFAULT				

1. Add a row – scroll all the way to the right and click on the + sign.
2. Enter the number of hours on the day that you are accruing Comp Time for.

Note: If you are eligible for Comp Time, Comp Time does not start being earned until more than 40 hours are worked in a work week.

1. Click on the magnifying glass next to Rule Element 1 and choose Compensatory Time for Overtime.
2. Once all of the hours worked and Comp Time are entered click submit.



Look Up Rule Element 1

Search by: Rule Element 1 begins with

Look Up Cancel Advanced Lookup

Search Results

Rule Element	Description
COMP	Compensatory Time for Overtime

Using Floating Holiday or Comp Time

From Sunday 10/16/2016 to Saturday 10/29/2016

Timesheet														Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2	
Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Total					
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	6.0				UW_DEFAULT			
												2.0				UW_DEFAULT			

1. Add a row – scroll all the way to the right and click on the + sign.
2. Click on the dropdown in the Time Reporting Code column and choose the appropriate code.
3. Once all of the hours worked and Comp Time are entered click submit.

Time Reporting Code	Quantity
ACAHW - ACA Worked Non-Paid Hours	
ALTWK - Alternate Work Week-Reg Hours	
CB200 - Call Back 2 Hour Minimum	
CTFML - Comp Time for FMLA	
CTPAY - Comp Time Payout	
CTUSE - Comp Time Taken	
EXDCT - Extend End Date-Comp Time	
EXDLH - Extend End Dt-Legal Holiday	
FLHOL - Floating Holiday	
HOLWK - Holiday Worked	
INCLP - Inclement Weather with pay	
LHFML - Legal Holiday for FMLA	
NOHOL - No Legal Holiday	
REG00 - Regular Hours	
SD225 - Standby (2.25 per hour)	
TRMCT - Term Pay-Comp Time	
TRMLH - Term Pay-Legal Holiday	

Legal Holidays

Legal Holidays are auto-generate for each State paid legal holiday by HRS

EXAMPLE:

Monday, September 2 was Labor Day. It appears the employee did not work AND no leave was used that day.

HRS has given you the legal holiday based on your percentage of appointment (this employee is full-time so 8 hours of legal holiday were used).

To verify how many hours HRS is giving for a holiday, click on the **Summary of Hours** link at the bottom of the timesheet.

Note – Summary of Hours is updated when Time Admin process runs, NOT right after you submit your time.

Job Title: PRG ASST SUP Employee Record Number: 0

View By: Time Period Date: 08/25/2013 Refresh << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 72.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 08/25/2013 to Saturday 09/07/2013

Timesheet

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	34.25		UW_DEFAULT
	8.75	8.50	8.50	8.50												
				5.75					6.00	8.00	8.00			27.75	Vacation - VACTN	UW_DEFAULT
								8.00	2.00					10.00	Sick Leave - SCKLV	UW_DEFAULT

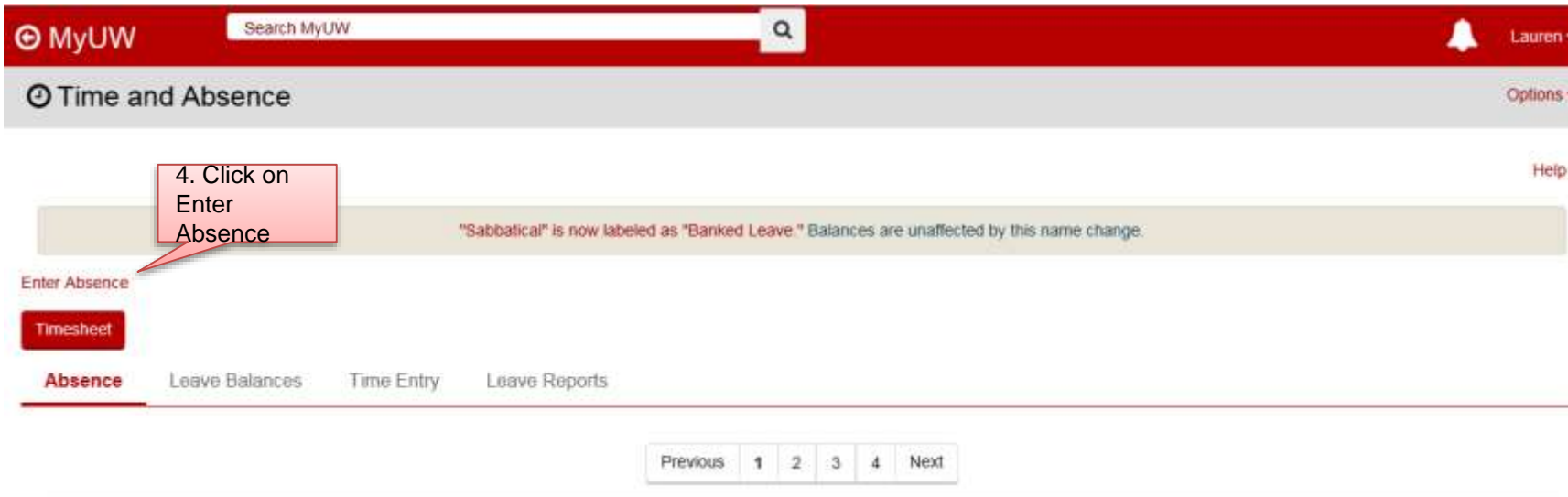
Reported Time Status - click to view

Summary of Hours

TRC Totals			
Time Reporting Code	Short Description	Hours	
1 LGHOL	LegalHoliday	8.000000	
2 PSHOL	Prs Holiday	4.000000	
3 REG00	Reg Hour	52.000000	
4 VACTN	Vacation	16.000000	
Total80 for Empl_Rcd: 80.000000			

Absence Request

Modifying a Pushed Back Request



MyUW Search MyUW Lauren

Time and Absence Options

Help

"Sabbatical" is now labeled as "Banked Leave." Balances are unaffected by this name change.

Enter Absence

Timesheet

Absence Leave Balances Time Entry Leave Reports

Previous 1 2 3 4 Next

4. Click on Enter Absence

Absence Request

Modifying a Pushed Back request

Request Absence

HR ASST ADV
 Enter Start Date and Absence Name. Then complete the rest of the before submitting or save for later your request.

Absence Detail

*Start Date: BY

Filter by Type:

*Absence Name:

Comments

Requestor Comments:

* Required Field

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

5. Click on View Absence Request History

7. Submit Changes

Absence Request History

HR ASST ADV
 Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

From: BY Through: BY

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Personal Holiday (CLS)	Submitted	08/15/2012	08/15/2012	7.25 Hours	Employee	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	08/03/2012	08/03/2012	Not Available	Admin	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	08/02/2012	08/02/2012	Not Available	Admin	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	08/01/2012	08/01/2012	Not Available	Admin	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	07/31/2012	07/31/2012	Not Available	Admin	<input type="button" value="Edit"/>
Vacation (CLS)	Approved	07/30/2012	07/30/2012	Not Available	Admin	<input type="button" value="Edit"/>

If an absence has been pushed back, the **Edit** button will be modifiable.

6. Click on the **Edit** button for the appropriate absence, make necessary changes, and re-submit the absence.

Reminder

After using My UW System Portal, be sure that you **Sign Out** using the link in the upper right and you must close the browser if you are using a public computer to ensure that your personal data is kept private.





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