HRS AM Enter a Full Day Absence Take - Employee

Procedure Steps

To perform this procedure, please follow these steps:

Before using this guide, an employee should know the following:

- Campus login ID and password for My UW System Portal

1. Log in to the My UW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/) Note: UW-Madison employees can optionally log in to the My UW Madison portal instead. For more information on logging into the My UW System portal, please see HRS Training - Logging in to My UW System Portal.
2. Locate the Time and Absence module and click the Enter Absence link.

3. You will now see the Request Absence page. This is where you fill out the specific information for your absence request. Note: If you are employed at more than one job you will need to select the job you wish to enter an absence for from a list before you will be taken to the Request Absence page.
Request Absence

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 (required):** The first work day you were (or will be) absent, you can enter the date by typing it in the format MM/DD/YYYY or by clicking the calendar icon and selecting the correct day.
- **Filter by Type:** Leave it set to All. Absences are classified into categories such as Vacation, Sick Leave, Furlough, etc. You can filter the list of absences by selecting a category so you will only see the related absences.
- **Absence Name (required):** Select the specific type of absence you will taking.
- **Current Balance:** Once you select an absence name, the current leave balance for the absence will be displayed.

**Warning!**

* Required Field

**Go To:**
- View Absence Request History
- View Absence Balances
- Job List

- **Start Date (required):** The first work day you were (or will be) absent, you can enter the date by typing it in the format MM/DD/YYYY or by clicking the calendar icon and selecting the correct day.
- **Filter by Type:** Leave it set to All. Absences are classified into categories such as Vacation, Sick Leave, Furlough, etc. You can filter the list of absences by selecting a category so you will only see the related absences.
- **Absence Name (required):** Select the specific type of absence you will taking.
- **Current Balance:** Once you select an absence name, the current leave balance for the absence will be displayed.

**NOTE:** This balance only reflects the balance as of the last Earnings Statement (i.e. confirmed payroll). Absences approved or taken since the last payroll are not reflected in this balance.

- **Requestor Comments:** You may optionally enter comments about the absence for your supervisor. Note: There is a spell check icon to the right of the Requestor Comments box.
4. After selecting an **Absence Name**, more fields will appear for you to fill out.

**Request Absence**

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

<table>
<thead>
<tr>
<th>Absence Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong> 02/20/2012</td>
</tr>
<tr>
<td><strong>End Date:</strong> 02/20/2012</td>
</tr>
<tr>
<td><strong>Filter by Type:</strong> All</td>
</tr>
<tr>
<td><strong>Absence Name:</strong> Vacation (CLS)</td>
</tr>
<tr>
<td><strong>Reason:</strong> Select Absence Reason</td>
</tr>
<tr>
<td><strong>Entry Type:</strong> Hours Per Day</td>
</tr>
<tr>
<td><strong>Hours Per Day:</strong> 8</td>
</tr>
<tr>
<td><strong>Duration:</strong> 3 Hours</td>
</tr>
</tbody>
</table>

**Calculate End Date or Duration**

**Current Balance:** 299.00 Hours**

**Comments**

**Requestor Comments:**

* Required Field

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

5. After filling out the required fields, you have two options.

- **Submit**: This will submit the request to your supervisor for approval.

  Once you have submitted the absence request, you cannot make any changes to it.
6. Once you have clicked the **Submit** button, you will see a confirmation page. Click the **OK** button.

![Submit Confirmation]

7. You will now see the **Request Details** page which lists the details of the request and its status. Because your request has just been submitted, its status will say **Pending**.
Request Details

ANGELA
UNIV SERVICES ASSOC 2

View Request Status and Approval Details

Details

Start Date: 02/21/2011
End Date: 02/21/2011
Absence Name: Vacation (CLS)  Current Balance: 55.75 Hours**
Reason: None
Partial Days: None
Duration: 8.00 Hours

Workflow

Status: Submitted

Request History

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Submitted</td>
<td>ANGELA</td>
<td>01/27/2011</td>
<td></td>
</tr>
</tbody>
</table>

Approval using TL Security

Absence Management: Pending

Approval using TL Security

Pending
- Multiple Approvers
- UW Absence by TL Security