EMPLOYEE SELF SERVICE (ESS)

The University of Wisconsin-Eau Claire
Human Resource’s Department

REFERENCE GUIDE FOR
REQUESTING ABSENCES AND ENTERING TIME

QUESTIONS?
Call or e-mail Human Resources
715-836-2513 or email humanresources@uwec.edu
Where do I go to request an absence request to my supervisor?

Go to the Time and Absence section in My UW System and click on “Enter absence”. If an absence is being requested, please request the absence first and then enter and/or adjust your timesheet after the absence is requested and pending approval.

You will have to enter your username and password again. Once you have done that, this page will pop up:

**Request Absence**

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

Continue to the next page to learn how to enter your absence request(s). If you are exempt, please go to the last page of this manual to see your specific absence reporting rules.
How to enter an absence for a full workday or less:

1.) Always make sure the start and end date is the same.
2.) Filter by type: Vacation (Personal Holiday, Vacation, or Sabbatical leave) or Sick leave
3.) Select the type of Absence you would like to use.
4.) Make sure your leave request does not exceed current balance.
5.) Under Entry type (which defaults to none), always select, “Hours per Day”
6.) After you select hours per day, the hours per day box will come up and this is where you are always going to put your amount of time you would like off for that day. Please remember that all hours must be recorded in quarter hours.
How to enter an absence for multiple days in a row:

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

**Absence Detail**

- **Start Date:** 05/14/2012
- **End Date:** 05/16/2012
- **Filter by Type:** Vacation
- **Absence Name:** Vacation (CLS)
- **Reason:** Select Absence Reason

- **Entry Type:** Hours Per Day
- **Hours Per Day:** 8.00
- **Duration:** 40.00 Hours

**Comments**

**Requestor Comments:**

**Save Later**  **Submit**

Requests must be entered Mondays - Fridays. Requests cannot include weekend days unless you are normally scheduled to work on those days. (Ex. If you would like Wednesday - Wednesday off, you must make one request for Wednesday-Friday and one request for Monday-Wednesday the next week.

**IN THE HOURS PER DAY BOX, PUT HOW MANY HOURS YOU WANT TO TAKE OFF EVERY DAY FOR MULTIPLE DAYS IN A ROW. CLICK, “CALCULATE DURATION” AND THE TOTAL AMOUNT OF HOURS YOU WANT OFF FOR THE WEEK WILL SHOW UP IN DURATION.**

If you want to take the same amount of time off each day for the week or a couple or few days in a row?

Only one request is needed. For example: you would adjust the dates and then in the hours per day box you would put 2 hours (because you want to take off 2 hours each day for 3 days) and when you click calculate end date or duration, you would see that in duration it would show a total of 6 hours.

**Want to change, fix or cancel an absence request that you submitted?**

 entails making sure your supervisor views your absence request and “pushes it back” to you. If he/she has already approved it, contact human resources. If it has been pushed back to you, follow these steps:
1.) Click on “Request Absence”
2.) Click “View Absence request history”

3.) Edit request as needed:

- **Start Date:** 05/14/2012
- **End Date:** 05/14/2012
- **Filter by Type:** All
- **Absence Name:** Personal Holiday (CLS)
- **Reason:** Select Absence Reason
- **Entry Type:** Hours Per Day
- **Hours Per Day:** 2.00
- **Duration:** 2.00 Hours

Click to resubmit.

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

Click Cancel if you want to completely remove the request from your timesheet and not use those hours. Please note: clicking cancel will just take the request off of your timesheet but will still remain in your absence request history.
• **Enter your requests for the date that you shift STARTS**
  o Ex.) Your shift starts at 11pm on 4/2 and ends at 7:30am on 4/3. You want to take the last two hours of your shift off, so you would request your absence for 4/2, 2 hours and then adjust your timesheet to show the hours you physically worked. The hours will then adjust.

• **Incorrect absence request or would like to change it?**
  o Your supervisor will have to “push back” the request to you so you can make the appropriate adjustments. You will not be able to re-request the same type of leave (vacation, sick) for the same day. The system will not allow you to.

• **Do not use the “save for later” function in the absence request section.**
  o The risk of forgetting to submit those hours and then being short hours for the pay period.
Where do I go to fill out my timesheet?

Go to the **Time and Absence** section in My UW System and click on “Timesheet”. If you have entered in an absence or if you are already signed into the oracle website, you can find it under the menu tab, “Self Service.”
### Best Practices for Timesheet Entry

1. **Please report time in Quarter Hours ONLY:**

   Depending upon when the employee enters his/her time worked, HRS rounds each punch to the nearest 7.5 minutes or elapsed quantity to the nearest quarter hour, based on the total hours and minutes reported in a shift.

<table>
<thead>
<tr>
<th>Rounding of Hours</th>
<th>Minutes</th>
<th>0.0 - 7.5</th>
<th>7.5 - 22.5</th>
<th>22.5 - 37.5</th>
<th>37.5 - 52.5</th>
<th>52.5 - 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hundredths</td>
<td></td>
<td>0.0</td>
<td>.25</td>
<td>0.5</td>
<td>0.75</td>
<td>1.0</td>
</tr>
</tbody>
</table>

2. **Please enter time in standard time entry or convert and enter in 24 Hour / Military time**

<table>
<thead>
<tr>
<th>Time of Day:</th>
<th>Standard Time Entry</th>
<th>24 Hour Clock Entry / Military Time Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15AM</td>
<td>0715</td>
<td>0715</td>
</tr>
<tr>
<td>3:00PM</td>
<td>0300</td>
<td>1500</td>
</tr>
<tr>
<td>4:45PM</td>
<td>0445P</td>
<td>1645</td>
</tr>
<tr>
<td>11:45AM</td>
<td>1145</td>
<td>1145</td>
</tr>
</tbody>
</table>

   - Quick Tip for entering in military time: for any times from 1:00PM-11:00PM, just add 12 to the time. Examples: 1pm + 12 = 1300, 2pm + 12 = 14. For standard hours you will need to enter ONLY the PM indicator (see in examples in chart above).

### Timesheet Terminology

- **Take** – A Take is the HRS term for all the different types of absence, i.e. Vacation, Sick, etc.

- **Punch Exception Timesheet** – This is the timesheet most Classified Permanent (non-exempt) employees will use.

- **Elapsed Exception Timesheet** – This is the timesheet most Classified Permanent (exempt) employees will use.

- **Time Reporting Codes (TRC)** – TRC is an acronym for Time Reporting Codes. TRCs indicate the different types of circumstances an employee may work. For example: depending upon the employee, if an employee had Call Back Duty on Saturday, then he/she would have to choose an option from the TRC drop down menu to indicate those hours worked. Further examples will be provided later in this document.
COMMON ICONS AND WHAT THEY MEAN:

- Timesheet has an entry error or will show up for your supervisor if you have exceeded 12 hours or more in a work day. This icon will appear next to the day that it occurred on.
- After an absence has been submitted, you will see the following symbol next to the date of which it was requested. It will also show next to that date if it is pending approval, approved, or denied.

What do the rule elements mean on the timesheet?

**Rule Element #1:** is if you want any overtime to be put into your compensatory time balance, you will need to select this option under rule element #1. If you wish to be paid out your overtime, you do not have to select anything and it will automatically pay you for that time. (see next page)

**Rule Element #2:** Please do **not** use rule element #2, as it does not apply to the UW-Eau Claire Campus.

**WARNING:** If you attempt to select an option in Rule Element 2, it will not calculate your hours correctly, therefore you will NOT get paid correctly.

**WHAT IF YOU ALWAYS WISH TO RECEIVE COMPENSATORY TIME VERSES PAID OVERTIME?**

You must select COMP in the **Rule Element 1** once within each of the two weeks within the pay period. It only has to be one time within that week, but if you wish to have overtime from both weeks within the pay period put into your comp time, you must select comp for both weeks (see example below).

- This comp time is selected for the first week of the pay period. (1/15/12 – 1/21/12)
- This comp time is selected for the second week of the pay period. (1/22/12 – 1/28/12)
COMMON TIMESHEET SENARIOS

How to enter Time without a lunch:

| Wed 12/14 | Submitted | 6:45:00AM | | 3:30:00PM | 8.75 |

How to enter Time with a lunch punch:

| Fri 12/16 | Submitted | 6:45:00AM | 11:15:00AM | 12:30:00PM | 3:30:00PM | 7.50 |

How to enter Time when taking a lunch and absence:

Example: If you took sick leave (or any other type of leave) from 10am-2:15pm for a doctor’s appointment and took your lunch from 2:15-3:00pm, you would enter hours as shown below:

| Thu 12/22 | Submitted | 8:00:00AM | 10:00:00AM | 3:00:00PM | 4:30:00PM | 3.50 |

The time slots that are you are out of the office

What if you come back to work later that same day and do not take a break to add on to the hours worked or to make up hours? Add a line and enter the remaining hours worked.

<table>
<thead>
<tr>
<th>Thu 12/22</th>
<th></th>
<th>8:00:00AM</th>
<th>10:00:00AM</th>
<th>3:00:00PM</th>
<th>4:30:00PM</th>
<th>3.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td></td>
<td>6:00:00PM</td>
<td></td>
<td>10:00:00PM</td>
<td></td>
<td>4.00</td>
</tr>
</tbody>
</table>

What the timesheet should look like after entering an absence:

| Wed 12/21 | Submitted | 7:45:00AM | 12:00:00PM | 1:30:00PM | 4:30:00PM | 7.25 |

| Approved | Vacation - VACTN | 0.75 |
How to enter an overnight shift:

If your shift ends on a Thursday morning and you come in again on Thursday night, you would add a row by clicking on the “+” symbol on the far right hand side of the screen. Always enter your break times on the day they actually land on (see picture below):

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Submitted</th>
<th>In</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu</td>
<td>3/22</td>
<td>10:00:00PM</td>
<td>3:30:00AM</td>
<td>4:00:00AM</td>
</tr>
<tr>
<td>Fri</td>
<td>3/23</td>
<td>6:30:00AM</td>
<td>5:50</td>
<td></td>
</tr>
</tbody>
</table>

How to enter Comp Time for a full 8 hour day:

You would like to use comp time for your entire day of work. This is an example of how it would look when entering on the timesheet:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Submitted</th>
<th>In</th>
<th>Out</th>
<th>Comp Time Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>12/28</td>
<td>8:00:00AM</td>
<td>3:30:00PM</td>
<td>5:00</td>
<td></td>
</tr>
</tbody>
</table>

Do not enter in and out times. If there are times already entered for that day, make sure all entries for that day are deleted. Then enter the time reporting code as shown on the right with the total number of hours you would like to use for that day. Make sure after you have made this change that you always click the “submit” / save button.

How to enter Comp Time and work a partial day:

For example: On Jan 9th, you work 3 hours in the morning then want to take 5 hours of comp for the remainder of the day. You would select the time reporting code shown below and then ADD a row to complete your full 8 hours for that day.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Submitted</th>
<th>In</th>
<th>Out</th>
<th>Comp Time Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>1/9</td>
<td>8:00:00AM</td>
<td>12:00:00PM</td>
<td>3:00</td>
<td></td>
</tr>
</tbody>
</table>

To add a row, click the plus symbol (as shown in the red box above). This will then add the second line for that specific date. As shown above, no lunch was taken and 3 hours were worked to make up the 8 hour day.

How to enter Standby hours on a day that you are not working:

When you enter standby hours, most of the time you enter in units of 8. So enter 8, 16, 24 hours in the quantity box. Just to let you know – if over 12 hours the system automatically will generate a time bomb on the left hand side of the timesheet. This is just a soft warning to the supervisor that your standby hours are over the 12 hour mark. Whenever any hours are over 12, we get this warning so we are sure to double check the hours for accuracy.
How to enter Standby hours when you worked that day:

Go to the far right hand side of the screen and click the “+” button. Then put in the hours worked for that day. This will tell the computer that you will get your hourly rate and the standby differential rate. You cannot enter it on the same line, otherwise it will not process your hours correctly. It should look like this after you click the submit/save button:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>3/25</td>
<td>Submitted</td>
<td>7:00:00AM</td>
<td>12:00:00PM</td>
<td>12:30:00PM</td>
<td>3:30:00PM</td>
<td>8.00</td>
<td>SD225 - Standby (2.25 per h)</td>
<td>8.00</td>
</tr>
</tbody>
</table>

How to enter Call Back hours:

Put in the actual hours you were called back into work and even if it was less than 2 hours, you want to make sure you select the Time Reporting Code “CB200 – Call Back 2 Hour Minimum” so it gives you the 2 hours’ worth of pay. That is why selecting this code is very important.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu</td>
<td>3/15</td>
<td>Submitted</td>
<td>3:00:00AM</td>
<td>4:00:00AM</td>
<td></td>
<td></td>
<td>1.00</td>
<td>CB200 - Call Back 2 Hour M</td>
<td>16.00</td>
</tr>
</tbody>
</table>

![Example Image](image1.png)

**Legal Holiday Scenarios**

When it’s a legal holiday, how do I enter my time for that day?

The system generates your legal holiday hours based off of your FTE. If you are full-time / 1.0 FTE, the system would automatically generate 8 hours for you that day and you do not have to enter any hours. If you are less than 100% and are not sure of what the system would automatically generate for you OR if you know the number of hours the system would automatically give you and would like to use less or more hours for that particular holiday, see example below:

Ex: If the system generates 6 legal holiday hours for you but you would only like to use 4 and save 2 hours for a different holiday, you would enter it as follows:

![Example Image](image2.png)

*If you are unsure what hours are generated (based off your FTE) and you would like to only use a specific amount of hours, always select the time reporting code NOHOL (TRC) with the quantity “8”, this will take away the legal holiday hours in the system.*
If you want to use the remaining 4 legal holiday hours (floating holiday) on a different day, you would enter it as follows:

| Fri 1/10 | Submitted | 7:45:00AM | 11:45:00AM | FLHOL - Floating Holiday | 4.00 |

What if I work a full day on the legal holiday?

**Example:** If working the Martin Luther King holiday (as shown below), you would make sure to select the time reporting code “NOHOL-No Legal Holiday”. This tells the system to clear the amount of holiday hours it would give you based off of your FTE.

<table>
<thead>
<tr>
<th>Mon 1/16</th>
<th>NOHOL - No Legal Holiday</th>
<th>8.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>7:15:00AM</td>
<td>11:30:00AM</td>
</tr>
<tr>
<td>Submitted</td>
<td>6:00:00PM</td>
<td>9:45:00PM</td>
</tr>
</tbody>
</table>

What if you normally have a 10 hour shift and it’s a legal holiday?

The system will only pay up to 8 hours on a legal holiday. If you would like to complete the 10 hour shift you would either have to request 2 hours of leave (which would be requesting an absence) or you would make up the 2 hours throughout the week to complete your usual work week.

<table>
<thead>
<tr>
<th>Mon 1/16</th>
<th>New</th>
<th>2.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Vacation - VACTN</td>
<td></td>
</tr>
</tbody>
</table>

What if you work on Friday night and your shift ends on Saturday (a legal holiday)? How would this look on the timesheet?

<table>
<thead>
<tr>
<th>Fri 12/23</th>
<th>Submitted</th>
<th>9:00:00PM</th>
<th>10:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 12/24</td>
<td>Submitted</td>
<td>7:00:00AM</td>
<td>HOLWK - Holiday Worked</td>
</tr>
</tbody>
</table>

If the shift splits with the beginning of the shift landing on a regular day and the end of the shift landing on a legal holiday, you will want to make sure to select the Time Reporting Code, “Holiday Worked”.

**Please note:** by selecting the TRC “Holiday Worked”, this will give you the holiday premium rate for the hours that land on the specific legal holiday that is observed by the University.
REPORTING FOR EXEMPT EMPLOYEES

Employees who are exempt from Fair Labor Standards Act (FLSA) please review the following:

If you are exempt from FLSA, you should be reporting leave time in 4 hour increments, rather than hour by hour. This is not a change; it has been in place since the inception of FLSA.

Fair Labor Standards Act indicates an expectation that an exempt individual will work a minimum of 40 hours per week, so this should not be viewed as a way to work less than full time, or to take advantage of the professional aspect of the intent of the law.

If you are in a full time position, and are in exempt status, all paid leave should be reported according to the following schedule:

- Less than 2 hours used: report 0 hours
- 2 – 6 hours used: report 4 hours
- More than 6 hours used: report 8 hours.

Please note:
If you are in a part time position and exempt from FLSA, you would still report actual hours.

If entering a 4 hour absence request(s):

Based on an 8 hour day, if an absence is for 4 hours, you must go into your timesheet and adjust the hours you actually physically worked for that day. The system does not automatically plug in 4 hours in the timesheet for you. If you do not do this, the system will not pay you for your full 40 hours for that week.

Also, unless it is previously approved by your supervisor, you cannot work 50 hours one week and 30 hours the next. Just because it is showing you worked 80 hours in the pay period, doesn’t mean it will pay you for it. The system looks at your timesheet on a per week basis (Sunday-Saturday). Any overtime is not paid automatically for the week unless otherwise specified.