

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

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY

*****Login the My UW System from the UW-Eau Claire Home page*****

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.

The screenshot shows a web application interface for 'TIME AND ABSENCE'. At the top, there are three tabs: 'Absence', 'Leave Balance', and 'Statements'. Below the tabs is a table with columns: 'Name', 'Status', 'Start', 'End', and 'Total'. Under the table, there is a list of options: 'Enter Absence' (highlighted with a red box), 'Timesheet', 'Unclassified Furlough Time Report - Non-Instructional Staff', 'Unclassified Furlough Time Report - Instructional Staff', and 'Unclassified Leave Report'. A 'Help' link is visible in the top right corner.

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.

The screenshot shows the 'Request Absence' form. It has two main sections: 'Absence Detail' and 'Comments'.
In the 'Absence Detail' section:
- '*Start Date': 02/03/2012 (with a calendar icon) and a link for 'View Monthly Schedule'.
- 'Filter by Type': All (dropdown menu).
- '*Absence Name': Select Absence Name (dropdown menu).
In the 'Comments' section:
- 'Requestor Comments': A large text area with a small icon on the right.
Below the form, there is a note: '* Required Field'.

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

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.

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY

How to enter an absence for a full workday or less:

Absence Detail

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

End Date: 

Filter by Type:

***Absence Name:**

Reason:

Entry Type:

Hours Per Day:

Duration: Hours

Comments

Requestor Comments:

* Required Field

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

Current Balance: 36.00 Hours**

Remember to always pay attention to your current balance.

ALWAYS SELECT "HOURS PER DAY".

WHEN YOU CLICK CALCULATE END DATE OR DURATION, IT SHOULD SHOW THE SAME AMOUNT OF HOURS THAT YOU ENTER IN THE "HOURS PER DAY" BOX UNLESS DOING MULTIPLE DAYS IN A ROW

X

- 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.

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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.

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.

Absence Detail

*Start Date: 05/14/2012

End Date: 05/18/2012

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

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.

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absence

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?

- Make 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:

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY

- 1.) Click on “Request Absence”
- 2.) Click “View Absence request history”

Absence Detail

*Start Date: 05/14/2012  [View Monthly Schedule](#)

Filter by Type: All

*Absence Name: Select Absence Name

Comments

Requestor Comments:

* Required Field

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

- 3.) Edit request as needed:

Absence Detail

*Start Date: 05/14/2012  [View Monthly Schedule](#)

End Date: 05/14/2012 

Filter by Type: All

*Absence Name: Personal Holiday (CLS)  **Cur**

Reason: Select Absence Reason

Entry Type: Hours Per Day

Hours Per Day: 2.00

Duration: 2.00 Hours

Workflow

Status: Data Saved

Comments

Requestor Comments:

* Required Field

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

Click to resubmit.

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.

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY



- **Enter your requests for the date that you shift STARTS**
 - 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?**
 - 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.**
 - The risk of forgetting to submit those hours and then being short hours for the pay period.

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY



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”.

TIME AND ABSENCE

Absence Leave Balance Statements

Name	Status	Start	End	Total
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Enter Absence

Timesheet

Unclassified Furlough Time Report - Non-Instructional Staff
Unclassified Furlough Time Report - Instructional Staff
Unclassified Leave Report

ORACLE

Menu

Search:

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- Self Service
 - Time Reporting
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Main Menu > Self Service >

Time Reporting

Report and review your time, schedules, request absences and more.

Report Time
Report your time and request planned overtime and absences.

- Timesheet
- Absence Request

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY

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.

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

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

Time of Day:	Standard Time Entry	24 Hour Clock Entry / Military Time Entry
7:15AM	0715	0715
3:00PM	03P	1500
4:45PM	0445P	1645
11:45AM	1145	1145

- **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.

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY

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.

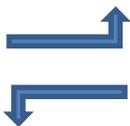
Rule Element 2	Date
<input type="text"/>	1/15

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)



Rule Element 1	Rule Element 2	Date		
		1/15	-	+
		1/16	-	+
COMP		1/17	-	+
		1/18	-	+
		1/19	-	+
		1/20	-	+
		1/21	-	+
		1/22	-	+
		1/23	-	+
COMP		1/24	-	+
		1/25	-	+
		1/26	-	+
		1/27	-	+
		1/28	-	+

Rule Element 1 Description
COMP Compensatory Time for Overtime

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COMMON TIMESHEET SENARIOS

How to enter Time without a lunch:

Wed	12/14	Submitted	6:45:00AM			3:30:00PM	8.75
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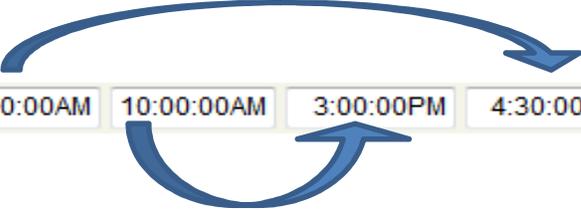
How to enter Time with a lunch punch:

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.

Thu	12/22	Submitted	8:00:00AM	10:00:00AM	3:00:00PM	4:30:00PM	3.50	-	+
		New	6:00:00PM			10:00:00PM	4.00	-	+



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

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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):

Thu	3/22	Submitted				6:30:00AM	
		Submitted	10:00:00PM				5.50
Fri	3/23	Submitted		3:30:00AM	4:00:00AM	6:30:00AM	2.50

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:

Wed	12/28	Submitted				CTUSE - Comp Time Taken	8.00
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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.

Mon	1/9	Submitted				CTUSE - Comp Time Taken	5.00	1/9	-	+
		Submitted	9:00:00AM		12:00:00PM		3.00	1/9	-	+

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.

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
Sun	3/25	New						SD225 - Standby (2.25 per h)	8

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY

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:

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
Sun	3/25	Submitted						SD225 - Standby (2.25 per h ▾)	8.00
		Submitted	7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	▾	

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.

Thu	3/15	Submitted						SD225 - Standby (2.25 per h ▾)	16.00
		Submitted	3:00:00AM			4:00:00AM	1.00	CB200 - Call Back 2 Hour M ▾	
		Submitted	7:00:00AM	12:00:00PM	12:15:00PM	3:15:00PM	8.00	▾	

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:

							TIME REPORTING CODE		
Fri	2/10	Submitted					NOHOL - No Legal Holiday ▾	6.00	
		Submitted					FLHOL - Floating Holiday ▾	4.00	

***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.**

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY

If you want to use the remaining 4 legal holiday hours (floating holiday) on a different day, you would enter it as follows:

						TIME REPORTING CODE	
Fri	2/10	Submitted				FLHOL - Floating Holiday	4.00
		Submitted	7:45:00AM		11:45:00AM		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.

						TIME REPORTING CODE	
Mon	1/16	Submitted				NOHOL - No Legal Holiday	8.00
		Submitted	7:15:00AM		11:30:00AM	HOLWK - Holiday Worked	4.25
		Submitted	6:00:00PM		9:45:00PM	HOLWK - Holiday Worked	3.75

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.

Mon	1/16	New					
		Approved				Vacation - VACTN	2.00

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

Fri	12/23	Submitted	9:00:00PM				10.00
Sat	12/24	Submitted			7:00:00AM	★ HOLWK - Holiday Worked	

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.

UWEC EMPLOYEE REFERENCE GUIDE FOR TIMESHEET & ABSENCE ENTRY

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.