**EMPLOYEE SELF SERVICE (ESS)**



*The University of Wisconsin-Eau Claire*

*Human Resource's Department*

**REFERENCE GUIDE FOR**

**REQUESTING ABSENCES**

**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".



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



Continue to the next page to learn how to enter your absence request(s)…

## How to enter "No Leave Taken" for the month:

Follow the 4 steps below:

1.) Enter start date (Always use the first of the month that you are reporting for, example: reporting for Nov. use Nov 1)

   **Note:** You do not need to enter an end date. The system does this for you when you hit submit. It will be the same date as the start date.

2.) Filter by type - "No Leave Taken"
3.) Absence name - "No Leave Taken"
4.) Submit

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

**Absence Detail**

| | |
|---|---|
| *Start Date: | 06/18/2012 📅    View Monthly Schedule |
| End Date: | 📅 |
| Filter by Type: | Sick Leave ▼ |
| *Absence Name: | Sick Leave (CLS) ▼    Current Balance: 1350.30 Hours** |
| Reason: | Select Absence Reason ▼ |
| Entry Type | Hours Per Day ▼ |
| Hours Per Day | 8 |
| Duration: | ✗ Hours |
| Calcula✗te or Duration | |

Remember to always pay attention to your current balance.

ALWAYS SELECT "HOURS PER DAY".

**Comments**

| | |
|---|---|
| Requestor Comments: | |

* Required Field

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

S✗ter    Submit

Go To:    View Absence Request History

View Absence Balances

1.) Always make sure the start and end date is the same. Once you hit submit the system will automatically put in the end date, which will be the same as the start date.

2.) Filter by type: **Sick leave, Vacation etc.**

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),  **<u>always</u> 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. If you are a 100% fulltime employee you would put either 4 or 8 hours. If you are less than 100% you would put the number of hours you were gone that day.

## <u>How to enter an absence for multiple days in a row:</u>

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: | 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 |

Calculate End Date or Duration

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 <u>one request</u> for Wednesday- Friday and <u>one request</u> 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.

**Comments**

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect abse

Save for Later     Submit

**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:

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 📅 |
| 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 |
| Calculate End Date or Duration | |

View Monthly Schedule

Edit the dates, type of absence and/or hours per day you want to use

**Workflow**

| Status: | Data Saved |
|---|---|

**Comments**

Requestor Comments:

\* Required Field

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

| Save for Later | Submit | Cancel |
|---|---|---|

*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.*