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:

**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)…
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:

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.

Remember to always pay attention to your current balance.

ALWAYS SELECT “HOURS PER DAY”.

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), **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. 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.

**How to enter an absence for multiple days in a row:**

Enter Start Date and Absence Name. Then complete the rest of the required fields 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.)

**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?

- 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”

3.) Edit request as needed:
Edit the dates, type of absence and/or hours per day you want to use.

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.

Click to resubmit.