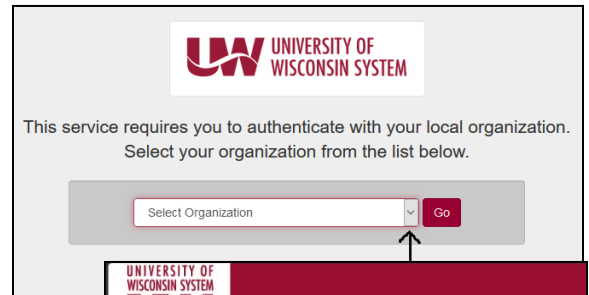


# ALL Employees - Monthly & Biweekly

## Access the Timesheet for Entering COVID-19 Leave

- The timesheet is accessed through your MyUW portal.  
**NOTE:** The Portal can be accessed from anywhere as long as you have Internet service, including your Smart Phone or Tablet.  
 a. Employees can access the MyUW System portal at <https://my.wisconsin.edu/>

- Select your institution from the Organization drop down list.  
**NOTE:** You can check the box to *Remember my selection* to make access easier in the future.

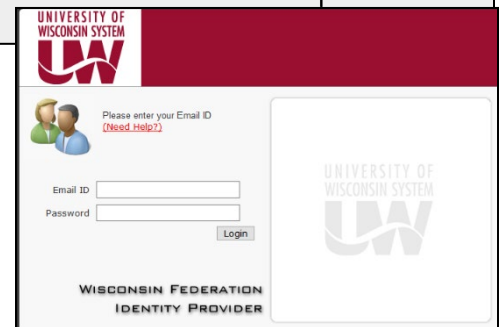
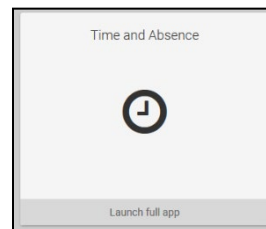


- Click **Go**.

- Enter your [UW Institutional ID username and password](#)

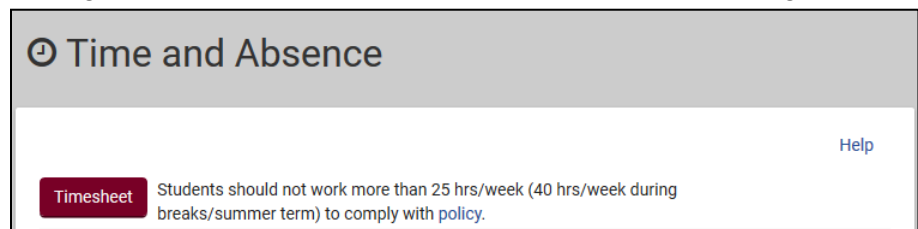
- Click **Login**.

- Click on the **Time and Absence Tile**.





- Click the **Timesheet** button.

**NOTE:** for additional help on entering time and absences, click the Help link in the upper right of the page.



- If you have multiple jobs, you will see a list of jobs. Click the Job Title to be taken to that timesheet. Use the Job Title, Working Title and Department (found on Select Job tab) to decide which job to pick.

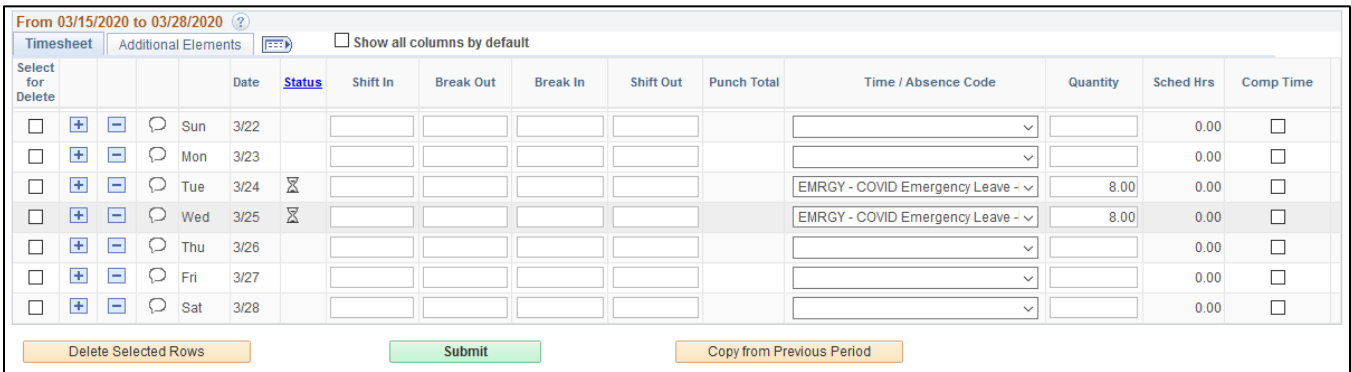
SALLY STUDENT		Personalize   Find   
<a href="#">Time Summary</a>   <a href="#">Select Job</a>   		
Job Title	Working Title	
<a href="#">STUDENT HELP</a>	ASSISTANT	
<a href="#">STUDENT HELP</a>	RESEARCH ASSISTANT - FFLM	

\*\*\* The timesheet can be accessed from within HRS using the following navigation: **Self Service > Time Reporting > Report Time > Timesheet**

# Enter COVID-19 Time on the Timesheet

## COVID-19 Emergency Leave Entry

- Navigate to your [timesheet](#).
- Enter the numbers of hours to be processed in the *Quantity* field.  
**WARNING:** In/Out punch fields should be blank. If values appear, remove them.
- Select the *Time/Absence Code* field based on your employment type.
  - Biweekly (unless listed below) – **EMRGY**
  - Monthly & Grad Assist - **EMGPY**
    - NOTE: Monthly employees with other leave types should continue to enter VN, PH, SL, No Leave Taken, under Request Absence on the left menu bar; ONLY enter EMGPY - COVID on the timesheet**
- Click **Submit**.



Select for Delete	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	Sun 3/22									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Mon 3/23									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Tue 3/24	⌘						EMRGY - COVID Emergency Leave - v	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Wed 3/25	⌘						EMRGY - COVID Emergency Leave - v	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Thu 3/26									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Fri 3/27									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sat 3/28									0.00	<input type="checkbox"/>

## View COVID-19 Balance

- On the **Absence Balances** tab, in the left side bar, see Posted and Projected balances.
  - Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance)
  - Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.

Leave Type	Prior Usage/Adj <span style="float: right;">i</span>	Beginning Balance <span style="float: right;">i</span>	Current Usage <span style="float: right;">i</span>	Current Balance <span style="float: right;">i</span>	Future Usage <span style="float: right;">i</span>	Future Balance <span style="float: right;">i</span>
Vacation	0.00	124.00	0.00	124.00	0.00	124.00
Pers-Holiday	0.00	36.00	0.00	36.00	0.00	36.00
Legal-Holiday	0.00	64.00	0.00	64.00	0.00	64.00
COVID-19 Leave	0.00	0.00	80.00	80.00	0.00	80.00