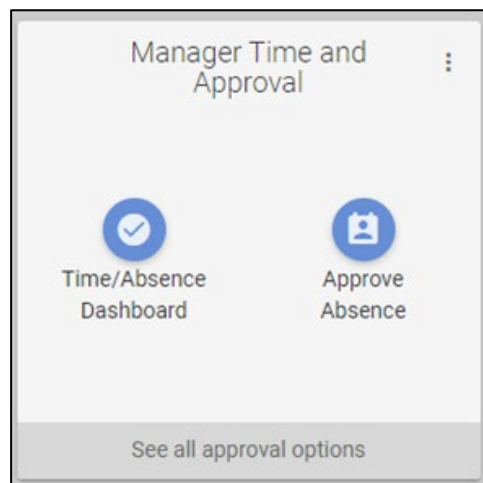


Time/Absence MSS Dashboard – Accessing the Dashboard to Approve COVID-19 Entries


The Manager Self Service (MSS) Time and Absence Dashboard is a one stop shop for managers to review or approve pending time and absence requests for their direct reports in an efficient and timely manner.

Links

1. Navigate to your MyUW portal
 - All UW employees can access the MyUW System portal at <https://my.wisconsin.edu/> using their UW institutional ID username and password.
 - UW-Madison employees can access the MyUW Madison portal at <https://my.wisc.edu/> using their UW-Madison NetID username and password.
2. On the Manager Time and Approval Tile, click on the Time/Absence Dashboard icon.
 - Or click “See all approval options” at the bottom of the tile and then select Time/Absence Dashboard



All COVID-19 entries will be found under Time/Absence Dashboard (Approve Time)

 **Manager Time and Approval**

[Time/Absence Dashboard \(Approve Time\)](#)
[Approve Absence](#)
[Help](#)

Service notice: This app may be offline on Sundays, 6-10 a.m. for routine maintenance.

Time/Absence MSS Dashboard - Payable Time Approvals

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Payable Time Approvals section displays COVID-19 approval requests for all employee types, based upon the criteria, including date range, in Selection Criteria.

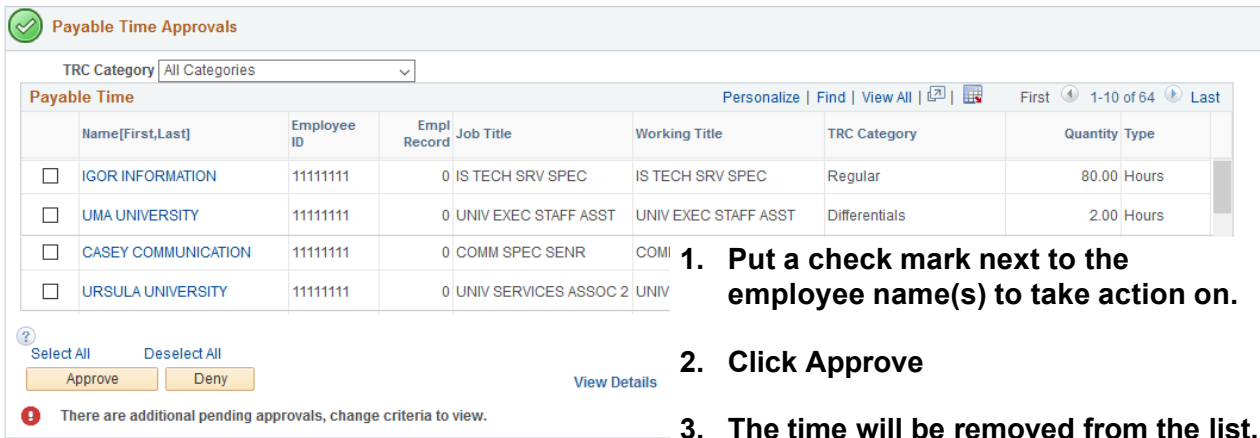
Entry Review

NOTE: COVID-19 entries will show as Comp Time to approve; Make sure Monthly employees are not entering anything other than EMGPY - COVID on timesheet

- Click on the employee's name to see information about COVID-19 time needing approval.
 - Day by day breakdown of time
 - Add comments
 - Link to Timesheet

NOTE: The Timesheet will open in a new browser tab, close this tab to go back to the dashboard. Having multiple browser tabs with the dashboard open will cause performance issues.
- Click the View Details hyperlink to see additional information about time needing approval for all employees, including day by day breakdown and link to Timesheets.

Approve COVID-19 Time



Payable Time Approvals

TRC Category: All Categories

	Name[First,Last]	Employee ID	Empl Record	Job Title	Working Title	TRC Category	Quantity	Type
<input type="checkbox"/>	IGOR INFORMATION	11111111	0	IS TECH SRV SPEC	IS TECH SRV SPEC	Regular	80.00	Hours
<input type="checkbox"/>	UMA UNIVERSITY	11111111	0	UNIV EXEC STAFF ASST	UNIV EXEC STAFF ASST	Differentials	2.00	Hours
<input type="checkbox"/>	CASEY COMMUNICATION	11111111	0	COMM SPEC SENR	COMI			
<input type="checkbox"/>	URSULA UNIVERSITY	11111111	0	UNIV SERVICES ASSOC 2	UNIV			

1. Put a check mark next to the employee name(s) to take action on.

2. Click Approve

3. The time will be removed from the list.

Pending Approvals Outside Criteria – Warning

A red warning icon will appear at the bottom of the section, if you have pending time approvals that are dated before the date range in the selection criteria.

To review additional pending approvals:

- Navigate up to the Selection Criteria section
- Change the date range to look for time needing approval, from prior pay periods.
- Click the Refresh button