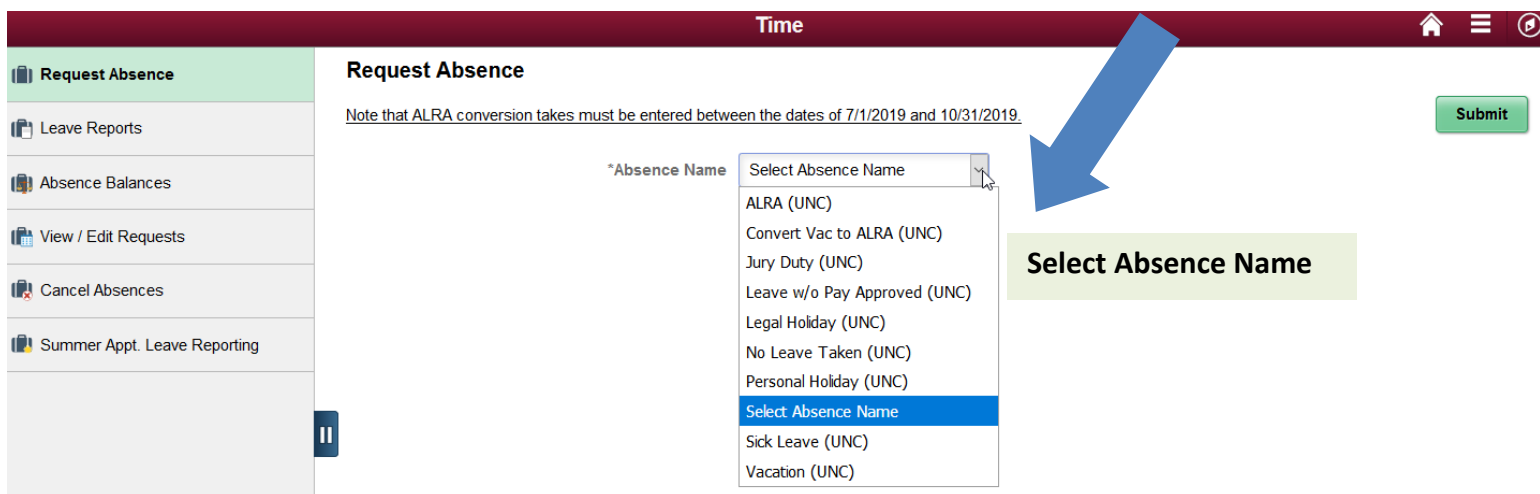
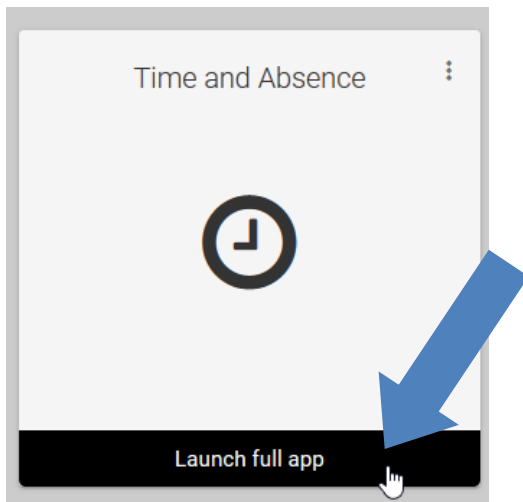


## Faculty and Exempt Academic Staff Enter Absence Request (Leave Report) (no timesheet)

Leave Policies may be found here: <https://www.wisconsin.edu/ohrwd/benefits/leave/>

Login To: **My UW System Portal** – <https://my.wisconsin.edu>  
(where you check your earnings statement)

Launch full app for Time and Absence



## **Absence Names (Types):**

- Sick Leave – use to care for self or immediate family members; doctor appointments for self or immediate family members; 3 days may be used for funeral leave for immediate family member
- Vacation (includes vacation carryover; system will take from carryover first)
- NO LEAVE TAKEN – use when not claiming any leave for the month;  
enter using the same 15<sup>th</sup> of the month as the start and end date  
(i.e.: No Leave Taken for July, enter 7/15 as start and 7/15 as end date)
- Personal Holiday
- ALRA (Banked Leave)
- Legal Holiday will automatically generate. do not need to record
- Floating Holiday – *Exempt Academic Staff Only* - legal holiday that lands on Saturday must be used or lost; enter as Legal Holiday hours
- Leave w/o Pay Approved – use when taking time off that is not eligible for sick leave usage or when have exhausted all available leave types

**Enter actual absence hours used; system will automatically round to the appropriate usage based on policy.**

**NOTE:** Must enter something in system. If did not use leave that month enter No Leave Taken; if have any missing leave reports your sick leave will be reduced automatically; notices are provided via email from UW System each month if there are any missing leave reports.

## **Absence Entries Due By:**

Enter absences as you use them; All absences need to be *entered* for the prior month by 4:30pm on the 5<sup>th</sup> of the current month

ex: November absences need to be entered by December 5

Absences can be approved as soon as they are entered; Absences need to be *approved* for the prior month by 4:30pm on the 12<sup>th</sup> of the current month

ex: November absences need to be approved by December 12

# Request Absence

Note that ALRA conversion takes must be entered between the dates of 7/1/2019 and 10/31/2019.

\*Absence Name Sick Leave (UNC)

Reason Select Absence Reason

Hours Per Day

\*Start Date 08/30/2019

End Date

Duration Hours

Entry Type Hours Per Day

Comments

Enter hours using per day; system will automatically round appropriately

Enter start and end date of absence (if entering No Leave Taken use the start as 15<sup>th</sup> of the month and the end date as the same 15<sup>th</sup> of the month)

Enter any comments for your supervisor (if on FMLA enter FMLA in the comments box for each absence related to FMLA; if on paid Leave of Absence enter Leave of Absence in comments box for each absence related to Leave of Absence)

## Balance Information

As Of 08/31/2019 2045.27 Hours\*\*

[View Balances](#)

[View / Edit Requests](#)

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

# Request Absence

Note that ALRA conversion takes must be entered between the dates of 7/1/2019 and 10/31/2019.

\*Absence Name Sick Leave (UNC)

Reason Select Absence Reason

Click Submit

Submit



**If absence is pushed back, Edit absence by going to:**  
***My UW System Portal > TIME AND ABSENCE > View/Edit Requests***

It is your responsibility to check to see if your absences are Approved or Pushed Back

**Terms of Absence Request Status:**

**Approved:** Supervisor has approved the absence you entered; Projected balances will update if entry is future dated

**Push Back:** You need to make some changes to your request; Go to View/Edit Requests to view any comments and update