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 15th 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 5th 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 12th 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

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.

Click Submit

Submit
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.

**If absence is pushed back, Edit absence by going to:**

*My UW System Portal > TIME AND ABSENCE > View/Edit Requests*