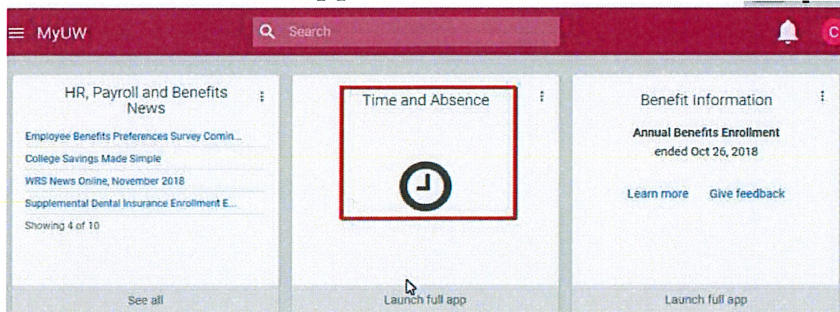


FACULTY and ACADEMIC STAFF – ABSENCE ENTRY

Log into the MyUW portal; see the link below. Choose Whitewater from drop-down box.

<http://my.wisconsin.edu>

Click "Launch full app" on the Time and Absence tile.



On the top left, choose Request Absence.

Select "No Leave Taken" in the drop-down box. The start and end dates should be the same. Submit your request.

OR, select an Absence Name (i.e. Sick Leave) in the drop-down box. The start and end dates should be the same. Enter the "Hours Per Day" (4 or 8). Submit your request.

To watch a short video, please click on the link below. It is the first tab called Employee Self Service. The video is on the upper right hand side, "Absences for Monthly Employees."

<https://uwservice.wisconsin.edu/help/time-absence>

(Please copy/paste this link into your browser.)

Time and Absence Help

Employee Self Service (ESS) | Manager Self Service (MSS) | HR Contacts | Help Desk

University Staff - Non-Exempt, University Staff Limited and Student (show/hide)

- Access the Timesheet
- Banked Leave Conversion
- Cancel / Edit an Absence on the Timesheet
- Change Timesheet View
- Delete Rows
- Enter a Full Day Absence on the Timesheet
- Enter a Partial Day Absence on the Timesheet
- Legal Holiday - Record Absence
- Status Icons on the Timesheet
- View Absence Balances

University Staff - Exempt and Academic Hourly Staff - Non-Exempt (show/hide)

Faculty, Academic Staff and Limited Appointee

VIDEOS

Absences for Monthly Employees
(Faculty, Academic Staff and Limited Appointee)

Entering time and absence on the timesheet (University Staff - Non-Exempt, University Staff Limited and Student)

Timesheet Changes: University Staff Exempt (University Staff - Exempt and Academic Hourly Staff - Non-Exempt)