How to record no leave taken:
1. Log onto the UWM portal (my.wisconsin.edu).
2. Select “Enter Absence”.
3. Opens to the “Request Absence” page.
4. In the absence detail the following steps need to be completed in order to record no leave taken:
   a. Start date (It is recommended to use the first of the month, unless the first is a legal holiday)
   b. Leave Filter by Type alone – No entry required in the field
   c. Absence Name: select “No leave taken (UNC)”. This will cause a field “Original Start Date” to populate but can be ignored.
   d. End date (must be the same date as the start date)
5. Click on the “Submit” button at the bottom of the page.

Instructions on leave reporting:
Leave for full-time unclassified employees shall be charged in increments of one-half day for full-time appointments. Absences of between one-quarter and three-fourths day shall be charged as one half-day. Absences of between three-fourths and one and one quarter day shall be charged as one day.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Time Used</th>
<th>Time Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time</td>
<td>Any amount</td>
<td>Actual hours</td>
</tr>
<tr>
<td>Full Time</td>
<td>Less than 2 hrs</td>
<td>0 hours</td>
</tr>
<tr>
<td>Full Time</td>
<td>2-6 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>Full Time</td>
<td>&gt; 6 hours</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

How to record leave used:
1. Log onto the UWM portal (my.wisconsin.edu).
2. Select “Enter Absence”.
3. Opens to the “Request Absence” page.
4. In the absence detail the following steps need to be completed in order to record leave taken:
   a. Start date: Choose the date the absence occurred
   b. End date: Choose the same date as start date if this is a one day request. If this is a multiple day request, select the end date of your time off.
      NOTE: Leave requests should not be made over a weekend. If this occurs, leave will be deducted for Saturday and Sunday, deducting more leave than required. If a leave request spans two weeks, it is best practice to make two separate entries, one for each week.
   c. Filter by Type: Leave blank.
   d. Absence Name: select appropriate leave type (When you select the absence type your leave balance as of the previous month should appear.):
      i. ALRA (UNC)
      ii. Personal Holiday (UNC)
      iii. Sick Leave (UNC) Caution: Do not select Hourly Sick Leave.
      iv. Vacation (UNC).
      v. Legal Holiday will automatically load via the system.
   e. Reason: No entry required
   f. Entry Type: Select Hours Per Day
   g. Hours per day: Input 4 or 8 based upon duration of absence. For individuals who are not full time, enter actual hours used.
      NOTE: For individuals that work a non-standard 40-hour week, report time in half or whole day increments and notify your absence coordinator (additional steps are required).
   h. Duration: Do not make an entry in this field.
   i. Click on “Calculate End Date or Duration”
5. Click on the “Submit” button at the bottom of the page.
6. Absence requests will appear in the portal as either Saved, Submitted, Approved or Denied.