Goal: To develop an understanding of University Staff Absence and Timesheet entry.

Objectives:

1. Discuss the various steps to report an absence event
2. Discuss the various steps to access a timesheet
3. Understand the entry process of worked hours, over time, and/or comp time

Accessing your UW System Portal

1) Go to the My UW System portal (my.wisconsin.edu).

2) Authenticate again using your ePanther ID and Password.

Reporting an Absence Event

The time reported in Self Service should have already been approved by your supervisor outside of HRS. This is not a method of requesting time off.

**When logging into the system, please make sure to report your Absences before your Time Worked in order to insure leave reported appears on your time sheet.**

1) In the yellow box titled “Time and Absence” Click on Enter Absence.

2) Authenticate again using your ePanther ID and Password.

3) Select the date for your absence in the Start Date field. The default will always be the current date so please enter the correct date before proceeding.

4) The Filter by Type field is not currently used. Please do not select anything other than All.
5) Select the appropriate absence take from the **Absence Name** drop-down.

Presently only the following Absence Names are used for University Staff reporting:

- Jury Duty (CLS)
- Leave w/o Pay (CLS)
- Personal Holiday (CLS)
- Sabbatical (CLS)
- Sick Leave (CLS)
- Vacation (CLS)

***Legal Holiday and Comp Time used are reported directly in the timesheet.***

6) Once an **Absence Name** is selected, the current leave balance for the absence type will be displayed (**Current Balance**). Please note, that the balance reflects only payroll processed absences within HRS.

7) Select the date for your absence in the **End Date** field.

8) **Reason**: This field is currently optional and not required for entry.

9) **Full or Partial Day Report**: Enter the same date as in the **Start Date** field.

**Note:** If you are using two types of leave in one day (for example sick leave and vacation), two separate submissions must be made.
10) **Multiple Day Report:** Once you have selected a **Start Date** and **Absence Name**, the **End Date** field will appear. Enter the date of your last day of leave in the **End Date** field.

**Note:** you must make multiple day entries one business week at a time. If multiple dates cross over months, you must submit separate entries for each month.

11) Select **Hours Per Day** from the **Entry Type** dropdown menu. This will cause the **Hours Per Day** field to display.

12) Enter the total hours that you are gone for the day in the **Hours Per Day** field. This should be entered in quarter hour increments (i.e. 0.25, 0.5 or 0.75). *Any other entry will be rounded to the nearest quarter hour.*

13) Click the **Calculate End Date or Duration** button.

14) This will display the total number of hours in the **Duration** field. The duration field should now accurately reflect the total number of hours of leave used/to be used.

15) If you would like to add comments to your request for your supervisor, you may do so in the **Comments** field. *Please note that these become part of your public record.*

16) Once you have completed your reporting, click the **Submit** button.

17) After submission, you will get a confirmation.

**Submit Confirmation**

☑ The Absence Request was successfully submitted.

18) Click the **OK** button.
Reviewing Absence Reports

1) Go to the My UW System portal (my.wisconsin.edu).

2) In the yellow box titled “Time and Absence” you will be able to review the status of your absence reports. This box will show you the Absence type, dates and total hours. The **Status** column will show you whether the time is **Submitted** or **Approved**. The hours will show as **Submitted** until your Supervisor has approved the hours.

3) You can also review the status of your Absence reports from your timesheet:
Reviewing your Current Leave Balances

You may also access your current leave balances within the My UW System Portal in the Time and Absence area. Click on the Leave Balance tab within the box:

![Time and Absence](image)

Or leave balances may be viewed within the absence report.

1) Start on the home entry page:

![Request Absence](image)

2) You will see the following:

![View Absence Balances](image)
Editing Pushed Back Reports

An absence entry may be pushed back by your Supervisor. If that does happen, you will need to correct your submission.

1. Once in HRS, using steps 1-3 on Page 1, click on View Absence Request History.

2. From your list of submitted reports, you will have the ability to click Edit the report open for editing. This will only be allowed if the report was Pushed Back by your supervisor.

3. Follow the previous steps for submitting an absence to make your changes.

    Note: For all other entries that need correction or removal, please speak to your Supervisor or Department Payroll Coordinator for assistance.
Entering You Time Worked

1) Click on Timesheet in the yellow box titled “Time and Absence”

2) Authenticate again using your ePanther ID and Password.

3) Your timesheet for the current payroll period will appear.

4) University Staff with a punch time sheet report time by inputting “in” and “out” times for each shift including the lunch hour. (If no lunch is taken, time must be input in the first “in” column and last “out” column.)
University Staff Absence and Time Worked Self-Reporting

5) Input begin and end times; Use ‘Submit’ Button at the bottom of the page to send the hours to your Supervisor/Payroll Coordinator for approval.

6) Submit shifts on a daily basis or by Friday, end of business day at latest.

Important Notes:

1) Weekend and Night differential are automatically calculated for University Staff on the punch timesheet.

2) HRS will automatically calculate overtime based on hours submitted and approved. It will calculate overtime rates in compliance with the compensation plan.

3) HRS reports time in quarter hour increments. Decimals shown in the Punch Total column will be rounded to the nearest quarter hour based on 7 and ½ minute rounding rules.
   (Example: An employee enters an in time of 7:52am. Payroll processing will round that down to 7:45am. If an employee enters 7:53am, payroll processing will round to 8:00am)

4) To designate overtime as compensatory time “COMP” needs to be entered in column Rule Element 1 on the right side of the timesheet.

**Effective 01/01/2015 – Employees may not accumulate over 80 hours of Compensatory Time**

5) For employees that work multiple shifts on a single date, add a row using the “*” button on the far right side of the timesheet.
6) For a partial day leave request, the hours worked must still be logged into the timesheet by the employee.

7) State recognized legal holidays will automatically generate on the observed holiday based on FTE.

*Please contact your Payroll Specialist if you have to work on a legal holiday for guidance on how to enter your time.

8) To view your leave balances as of the last confirmed payroll; Click on the balances link within the timesheet.
To view the status of your shifts:

1) Go to the UWM Portal - my.uwm.edu
2) Authenticate with your Epanther Id and Password
3) Go to the “Time and Absence” box
4) Click on “Time Entry” and the approval status of the shifts will display

5) Statuses of “Taken by Payroll” or “Approved” mean the hours have been approved by your supervisor or payroll coordinator; “Needs Approval” means that shift has not been approved.

If you have questions after the training on how to log information into your timesheet, please contact the Human Resources Office by the HRS Help Form. The help form can be found at http://www4.uwm.edu/hr/hrs/pro/help/hrs_help_request.cfm