How to record leave used:

**Instructions on leave reporting:**
Leave for University Staff working supervisors (formerly classified exempt 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.

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.
   **Caution:** Leave requests should not be made over a weekend unless your regularly schedule to work on a weekend. 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:
      i. Personal Holiday
      ii. Sick Leave
      iii. Vacation
      iv. Sabbatical
      v. Jury Duty
      vi. **Do not enter Legal Holiday it is automatically loaded.**
      vii. Do not enter Workers Comp Accumulator. Comp time used is reported in the timesheet.

When you select the absence type your leave balance as of the previous payroll period should appear.

   e. Reason: No entry required, unless specified by your employing unit
   f. Entry Type: Select Hours Per Day
   g. Hours per day: Enter Quantity of Hours used in whole hours or in quarter hour increments, 0.25, 0.50 or 0.75.
   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.

<table>
<thead>
<tr>
<th>Leave reporting for Working Supervisors</th>
<th>Time Used</th>
<th>Time Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent</td>
<td>Any amount</td>
<td>Actual hours</td>
</tr>
<tr>
<td>Part 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>