EXEMPT- UNIVERSITY STAFF

This document will outline instructions on how to enter your absences and time worked for your pay periods. You have until the last Saturday of a pay period to enter your absences and time worked.

Best Practice: Enter all absences and time worked for current pay period by the last Friday of that pay period. I.e. Pay Period = 7/1-7/14 – have time entered by Friday 7/13 before you leave work.

If you are going on vacation or will be out of the office, you may enter and submit your electronic timesheet before the last Friday of the pay period.

If you need to make changes to your timesheet after the deadline, contact asu.payrollbenefits@ohr.wisc.edu or call Leticia Krumscheid at 265-3654.

1. Log in to your MyUW portal at http://www.wisc.edu
   a. Click on MY UW in the upper portion of the screen.
   b. Click on MyUWHOME
c. Enter your UW NET ID and Password. Then Click the Login Button.

2. You are now on the Time and Absence page
   a. If you have absences to enter for the current pay period and time worked to report, click Enter Absence
   b. If you only have time worked to report, click Timesheet (skip to Step 8)

   d. Click on “Time and Absence”. If screen differs from below change to compact view, as shown below (highlighted).
c. You may be required to enter your One Time Password if you have HRS access. This screen will only appear if this applies to you.

![Additional Login Required](image)

- Did you forget your device today? [Request a Temporary Password](#)
- Having trouble logging in with your device? [Click here for help](#)
- Don’t have a device? [Request a One Time Password Device](#)

**d. Log in with your credentials again**

![Select Organization](image)

This service requires you to authenticate with your local organization. Select your organization from the list below.

- University of Wisconsin - Madison
- [Go](#)

- Affiliated with a single campus? Skip this screen in the future (?)

**3. You will be brought to the Request Absence screen.**
   a. Enter “Start Date”
      i. Start Date = day of your absence
   b. Select “Absence Name” (i.e. Vacation, Sick Leave, etc.)
   c. You may use “Filter By Type” but it’s not required.
4. Once you select your “Absence Name”, more fields will populate.
   a. Enter an “End Date”
      i. End Date will be the same as start date
      ii. Do not enter a range of time. Enter by day. Each absence taken should be entered as a separate transaction.
   b. Enter absence hours in “Hours Per Day’ box
      i. Enter the number of leave hours for this date

<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>

c. Click “Calculate End Date or Duration” button.
5. Once you click the “Calculate End Date or Duration” button, hours will appear in the Duration box. This should equal the total hours you intend to request off.
   a. You may add comments about your absence for your supervisor (optional).
   b. Once all information is entered, click the Submit button. (Once an absence is submitted, it cannot be altered by you unless your supervisor “pushes” the absence back to you. If you need to change your submitted absence, ask your supervisor to “push back” your absence. This will allow you to edit it.)
c. More Absence examples

Partial Day Absence Example
i.e. Take 2 hours off during the day
6. Once you click submit, you will receive a confirmation. Click OK.

7. You will be taken to a confirmation screen. This screen will only confirm the absence you just entered, not previously entered absences.

   a. To view previously entered absences or to edit an absence that was “Pushed Back” by your supervisor, click the View Absence Request History link on the bottom of the page.

   **Disclaimer:** The current balance does not reflect absences that have not been processed.

   To review your absence history or to edit an absence that was “Pushed Back” by your supervisor, click the View Absence Request History link.
b. In Absence Request History, you will see your previously requested absences and what status is associated with them. The Edit button will only be clickable if your supervisor has “Pushed Back” your absence.

c. To return to the main screen to enter more absences, click Request Absence link on bottom of page (in first picture), repeat steps 4-8.

d. If you are finished with entering absences, go to step 8.

8. Now that all of your absences have been entered, go the left hand menu and click on the Timesheet link.

9. You will be taken to your timesheet for the current pay period. The start date of the pay period being shown will appear in the Date box.
   a. If you want to view other timesheets, use the Previous Time Period and Next Time Period navigation links.
   b. Enter your hours worked.
   c. Any absences that you entered in the previous steps will appear on your timesheet.
   d. Enter your hours worked in each day appropriately (If you have a schedule where you work over 40 hours in one week and under 40 hours in the other week, see Step 11 for instructions on how to enter your time).
   e. If you need to enter Floating Legal Holiday hours, see Step 12 for instructions.
10. Once your hours worked are entered, click Submit. The Submit is not irreversible, you may make changes to your timesheet (or correct a mistake) and hit Submit again.
   a. Once you click Submit, your Reported Hours should equal the total numbers of hours (including hours worked and paid leave) you should be paid for in this pay period. You may also see the separate totals for hours worked and paid leave hours on the timesheet itself. After submitting, you may exit HRS.
11. ALTERNATE WORK WEEK ENTRY: If you have an alternate work schedule where you work over 40 hours in one week and under 40 hours in the other to equal 80 hours for the pay period:

   a. Scroll to the far right of the timesheet and add a row by click the + box.
   b. For the week that you work over 40 hours, enter your hours in ROW ONE up to 40 hours. Any hours over 40, enter in ROW TWO and use the Time Reporting Code ALTWK – Alternate Work Week. For the week that you work under 40 hours, enter your hours as you worked them in ROW ONE.
With Absences:

c. Once your hours are entered, click Submit. Once you click Submit, your Reported Hours should equal the total numbers of hours (including hours worked and paid leave) you should be paid for in this pay period. You may also see the separate totals for hours worked and paid leave hours on the timesheet itself. After submitting, you may exit HRS.

12. ENTER FLOATING LEGAL HOLIDAY HOURS: If you want to use Floating Legal Holiday hours:

a. Scroll to the far right of the timesheet and add a row by click the + box.

b. Enter your hours worked in ROW ONE in the appropriate days. For Floating Legal Holiday hours, enter those hours in ROW TWO and use the Time Reporting Code of FLHOL – Floating Holiday.

c. Once your hours are entered like the example above, click Submit. Once you click Submit, your Reported Hours should equal the total numbers of hours (including hours worked and paid leave) you should be paid for in this pay period. You may also see the separate totals for hours worked and paid leave hours on the timesheet itself. After submitting, you may exit HRS.
Reported Hours: 80.00 Hours  Scheduled Hours: 0.00 Hours

Reported time on or after 03/10/2013 is for a future period.