NON 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.

![NetID Login](image)


d. Click on “Time and Absence”. If screen differs from below change to compact view, as shown below (highlighted).

![Time and Absence](image)

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)
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
Please enter the six-digit code displayed on your One Time Password device to continue.

One Time Password:  

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

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 (?)

You may have noticed this page has changed. No worries, it works just like before. Have questions or feedback?
3. You will be brought to the Request Absence screen.
   a. Enter “Start Date”
      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.

![Request Absence](image)

4. Once you select your “Absence Name”, more fields will populate.
   a. Enter an “End Date”
      i. Absence took place on one day – End Date will equal 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 hours you were absent on that day (i.e. 2, 4, 6.75, 8)

<table>
<thead>
<tr>
<th>Rounding of Hours</th>
<th>Minutes</th>
<th>0-7</th>
<th>8-22</th>
<th>23-37</th>
<th>38-52</th>
<th>53-60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hundredths</td>
<td></td>
<td>0.0</td>
<td>0.25</td>
<td>0.5</td>
<td>0.75</td>
<td>1.0</td>
</tr>
</tbody>
</table>

   c. Click “Calculate End Date or Duration” button.

[Comp Time Use and Floating Legal Holiday time are entered directly on the timesheet, not in Absences. Entry for these two leaves will be addressed in the time entry steps.]
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.
   
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.
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 the Request Absence link on bottom of page (in first picture), repeat steps 3-7.

d. If you are finished with entering absences, go to step 8.
8. Now that all of your absences have been entered, go to 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. You may enter time in any of the following formats – 8a, 8am, 8:00am. (Any absences that you entered in the previous steps will appear on your timesheet.)
      i. First IN Box – Use this box for your first IN time i.e. arrive at work
      ii. First OUT Box – Use this box for your first OUT time i.e. out for lunch
      iii. Second IN Box – Use this box for returning from your first OUT time i.e. back from lunch
      iv. Second OUT Box – Use this for your final OUT time i.e. leave work
      v. If you do not take any time off during your work day, only use the FIRST IN BOX AND THE SECOND OUT BOX. Do not use the middle two boxes.
vi. If you take multiple breaks in the day (i.e. a doctor’s appointment and a lunch), you will need to add a row to that day by clicking the + box on the far right side of the timesheet and entering according to the example.

c. If you want to use Comp Time hours or Floating Legal Holiday hours, see Step 11 for instructions.

d. If you worked over 40 hours in one week, see Step 12 for Overtime and Comp Time Banking 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. After submitting, you may exit HRS.

View By: [Time Period] Date: 02/24/2013 [Refresh] << Previous Time Period Next Time Period >> << Previous Employee Next Employee >>

Populate Time From: Schedule Information

Reported Hours: 80.00 Hours

Scheduled Hours:

From 02/24/2013 to 03/09/2013

Timesheet

11. ENTER COMP TIME AND FLOATING LEGAL HOLIDAY HOURS: If you want to use Comp Time or Floating Legal Holiday hours:

a. Enter your hours worked in the appropriate days. For Comp Time Use or Floating Legal Holiday hours, enter the number of hours in the Quantity box and use the Time Reporting Code of FLHOL – Floating Holiday or CTUSE – Comp Time Taken.

i. If you are taking a partial day as FLHOL or CTUSE, you will need to scroll to the far right of the timesheet and add a row for that day by clicking the + box.

ii. Enter the time you worked on ROW ONE i.e. 8am-12pm and use the Time Reporting Code FLHOL on ROW TWO with the number of hours in the Quantity box i.e. 4.00.
b. You may also use Comp Time hours or Floating Legal Holiday hours in partial day increments with other absences or time worked.

Need to add a row to the date of your absence. Do not put a FLHOL or CTUSE Time Reporting Code on the row you report your hours worked.

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. After submitting, you may exit HRS.

12. Hours worked over 40 in one week is considered overtime which can be paid out or designated as comp time per your supervisor discretion.
   a. If the overtime hours are to be paid out- you do not need to do anything....etc.
   b. If the overtime hours are to be banked as Comp Time follow the instructions below:
i. Scroll to the far right of the timesheet and under Rule Element 1, on the day you want the Comp Time to apply to, type in COMP.

c. Once your hours are entered and any Comp time is designated, click Submit to enter hours. Your hours under Reported Hours will show your actual hours reported. The compensation time will not be calculated until after your timesheet is submitted. In the above example, Reported Hours would be 82.00. After submitting, you may exit HRS.