

APPROVER INSTRUCTIONS- ACADEMIC STAFF

This document will outline instructions on how to approve your employee's electronic leave report. Employees should enter their monthly absences by the 5th for the month prior. For example, employees should have their absence for May entered by June 5th. You may then approve their leave hours on the 6th.

If you need assistance approving your employee's leave hours, contact asu.payrollbenefits@ohr.wisc.edu or call Leticia Krumscheid at 265-3654.

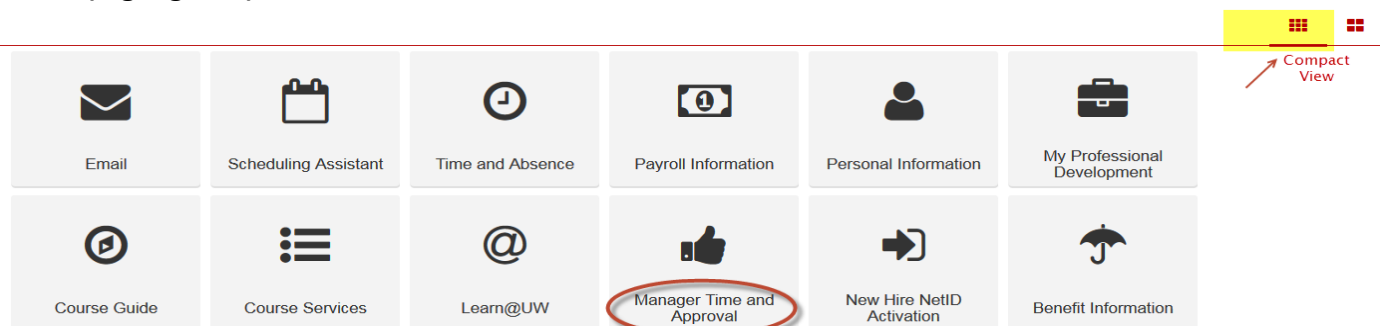
1. Log in to your MyUW portal at <http://www.wisc.edu>
 - a. Click on MY UW in the upper portion of the screen.



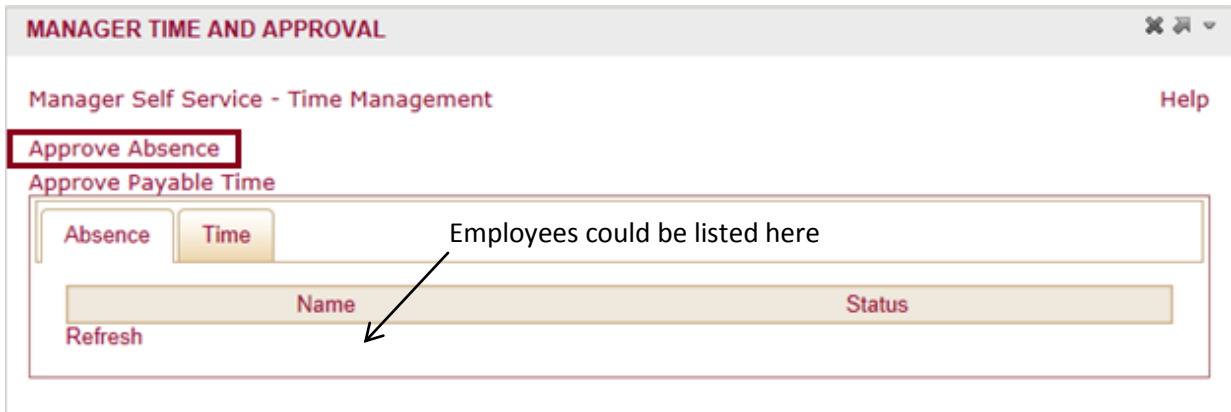
- b. Enter your UW NET ID and Password. Then click the Login Button.



2. Click on "Manger Time and Approval". If screen differs from below change to compact view, as show below (highlighted).



- a. On the Manager Time and Approval page – click the Approve Absence link.
- b. You may have employees listed in this box which means they have absences or time that needs approval. If you see no employees listed here, you must still go into the system to check for employees needing approval. This box is not always reliable.



3. Log in with your credentials again



4. You will be brought to the Absence Request screen in HRS. Your employees will show on this screen if they have entered an absence. NOTE: If you are back-up approver, those employees will show on this screen as well.

- a. You will need to approve absences one at a time. Click on the employee's name to approve the absence for the day(s) listed.

Absence Requests

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

* Show Requests by Status:

Absence Backup

If you are a named as a back-up approver and need to view those employees, click the magnifying glass next to Absence Backup.

Absence Requests							
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
EMPLOYEE NAME	00777111	UNIV BENEFIT SPEC	Sick Leave (UNC)	03/22/2013	03/22/2013	Submitted	03/25/2013
		UNIV BENEFIT PRGM ANA	Personal Holiday (UNC)	03/21/2013	03/21/2013	Submitted	03/22/2013
		UNIV BENEFIT SPEC	Sick Leave (UNC)	03/11/2013	03/11/2013	Submitted	03/22/2013
		HR SPECIALIST ADV	Personal Holiday (UNC)	03/11/2013	03/11/2013	Submitted	03/20/2013

5. Once you click on an employee's name, you will be brought to the detailed absence screen. This screen will detail:
 - a. The day the employee took the absence
 - b. What absence type they are using and their current balance for that leave type
 - c. How many hours they are requesting off for that day(s)
 - d. They may have also put comments for you to read (optional)

Absence Detail	
Start Date:	03/22/2013
End Date:	03/22/2013
Absence Name:	Sick Leave (UNC) Current Balance: 144.50 Hours**
Reason:	
Entry Type	Hours Per Day
Hours Per Day	8.00
Duration:	8.00 Hours

Workflow	
Status:	Submitted

Comments	
Requestor Comments:	Out Sick
Approver Comments:	<input type="text"/>

6. You will need to Approve, Deny or Push Back the absence.
 - a. Approve – if you approve of the absence, click Approve.
 - b. Deny – if you are not allowing the employee to take this absence, you may Deny it (this instance will be very rare).
 - c. Push Back – Pushing Back the absence gives the employee the ability to adjust or cancel their absence. If you think the employee made an error in their absence entry that needs to be fixed, click Push Back. This will allow the employee to edit their absence.
 - d. **NOTE: The employee does NOT get notified if you Push Back or Deny an absence.** You must notify your employee if the absence was Pushed Back/Denied.
 - e. You may enter comments about why you Denied or Pushed Back an absence.

Hours Per Day	8.00
Duration:	8.00 Hours

Workflow	
Status:	Submitted

Comments	
Requestor Comments:	Out Sick
Approver Comments:	<input type="text"/>

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

Approve	Deny	Push Back
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7. Once you click Approve (Deny or Push Back), you will need to confirm on the next page.

Approval Confirmation

✓ Are you sure you want to Approve this Absence Request?

Approve Confirmation

✓ The Absence Request was successfully approved.

8. Repeat these steps for all your employee's absences listed in your Absence Request screen. Once all absences are approved, your screen will appear as follows:

Absence Requests

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status:

Absence Backup

There are no results to display. Please select a different Status and select the Refresh button.

Go To: [Request Employee Absence](#)
[View Absence Balances](#)
[View Absence Request History](#)
[View Monthly Calendar](#)

9. You may now exit HRS.