Enter Paid Parental Leave Usage

Paid Parental Leave will not be available until the paid parental leave request has been approved and the qualifying event has occurred.

Review Available Hours

1. Sign into my.wisconsin.edu

2. Click the **Time and Absence** tile.

3. Click **Absence Balances** on the left side of the screen**.**

4. Review **Parental Leave** balance in the middle of the page.

Enter Time Used

1. Click **Request Absence** tab on the left side of the screen**.**

2. Select **Paid Parental Leave** from the *Absence Name* list.

3. Enter/Update information in the following fields:
   - **Reason** – leave as is, this field is not used
   - **Hours Per Day** – How many hours are being requested for each day of absence
   - **Start Date** – first day of the absence
   - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)
     NOTE: if entering a date range, do not include weekend days or cross multiple months
   - **Duration** – will automatically calculate
   - **Comments** – optional

4. Click **Submit**.

5. Click **Yes,** to verify that the request should be submitted.