Enter Paid Parental Leave Usage on the Timesheet

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 Timesheet tab on the left side of the screen.
2. Enter hours used in the Quantity field.
   **NOTE:** If a full day is not being used, add a row to date to enter other time used or hours worked.
3. Select Paid Parental Leave from the Time/Absence Code drop down list.