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.