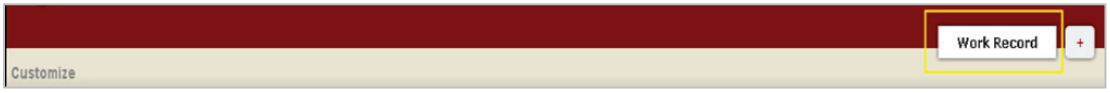
Frequently Asked Questions for Absence Entry

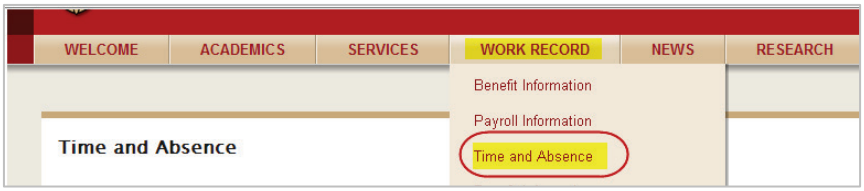
Employee Self Service (ESS)

Q. How do I access Employee Self Service (ESS)?

1. All employees (except UW-Madison) will log in to the My UW System portal at https://my.wisconsin.edu/.
2. The **Work Record** tab can be found on the far right hand side of the page.



1. UW-Madison users log in to the My UW-Madison Portal at https://my.wisc.edu.
2. Click on the Work Record tab – **HRS Self Service Links**.

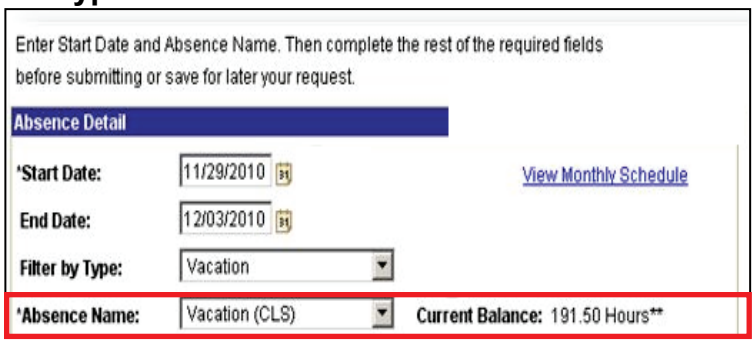


- For more information visit the following KB document:
  - ***Log in to My UW System Portal***
    https://kb.wisc.edu/hrs/page.php?id=16692

Q. What is a "Take"?

1. A "Take" is an HRS term for an absence request. For example, if you want to go on vacation and request time off on the Absence Request Page, you are taking a ***vacation "take" (absence)***.

Q. Will HRS let me know if I don't have enough Vacation, Sick, or any other type of leave left to use when selecting the leave type?



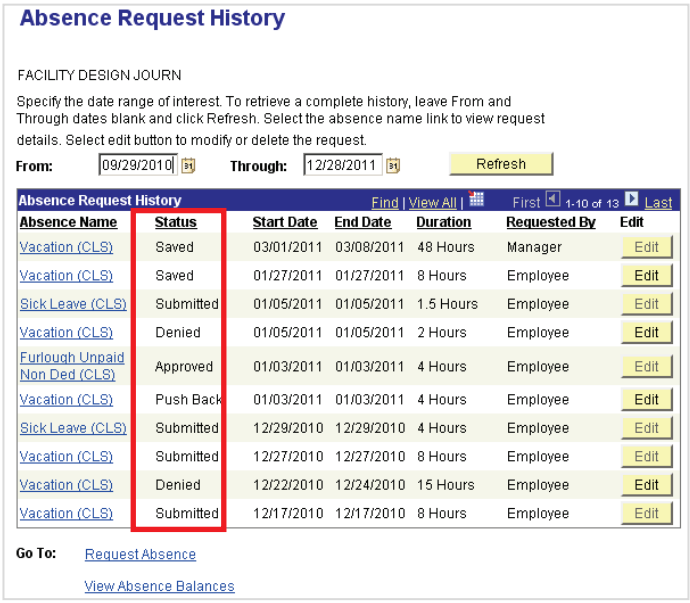
1. HRS ***will NOT warn you*** that you do not have enough leave.
2. The available hours for a particular type of leave are displayed on the Absence Request Page when you are requesting an absence.
3. Additionally, a link on the Absence Request Page titled *View Absence Balances* will display the hours for each type of leave you have available.

Q. What is the difference between Allocated and Earned balances?

1. You have two separate ***Allocated Balances***; one for Vacation and one for Legal Holiday. Both balances are *allocated* with the correct amount of leave time available at the beginning of the fiscal or calendar year, depending upon your employee type (Classified or Unclassified).
2. The ***Earned Balance*** contain the absence hours you accrue each pay period as you work throughout the year.

Q. How do I know if my manager Approved, Denied or Pushed Back my absence request?

1. ***It is your responsibility to check HRS.*** You will NOT receive a reminder or an email informing your request has been approved, denied, or pushed back.
2. From the Portal, enter HRS and navigate to the Absence Request History page. There you will see all the absences you have requested. In the **Status** column, you will see if your absence has been approved, denied, or pushed back.
   - If the status reads ***Submitted***, your manager has not viewed the request.



Absence Request History

FACILITY DESIGN JOURN

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

From: 09/29/2010 Through: 12/28/2011 Refresh

Absence Request History — Find | View All | First 1-10 of 13 Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Vacation (CLS)	Saved	03/01/2011	03/08/2011	48 Hours	Manager	Edit
Vacation (CLS)	Saved	01/27/2011	01/27/2011	8 Hours	Employee	Edit
Sick Leave (CLS)	Submitted	01/05/2011	01/05/2011	1.5 Hours	Employee	Edit
Vacation (CLS)	Denied	01/05/2011	01/05/2011	2 Hours	Employee	Edit
Furlough Unpaid Non Ded (CLS)	Approved	01/03/2011	01/03/2011	4 Hours	Employee	Edit
Vacation (CLS)	Push Back	01/03/2011	01/03/2011	4 Hours	Employee	Edit
Sick Leave (CLS)	Submitted	12/29/2010	12/29/2010	4 Hours	Employee	Edit
Vacation (CLS)	Submitted	12/27/2010	12/27/2010	8 Hours	Employee	Edit
Vacation (CLS)	Denied	12/22/2010	12/24/2010	15 Hours	Employee	Edit
Vacation (CLS)	Submitted	12/17/2010	12/17/2010	8 Hours	Employee	Edit

Go To: Request Absence

View Absence Balances

   - For more information visit the following KB document:
     - ***HRS AM Review Absence Request History*** https://kb.wisc.edu/hrs/page.php?id=17876

Q. What if I accidentally submit a take type I don't have enough of a balance? For example, Sabbatical?

1. If you do not have any time in Sabbatical, for example, or you are not eligible for Sabbatical, ***HRS will not warn you that you are trying to "take" what you do not have available***.
2. Once you click the ***Submit*** button you do not have access to edit your request until your manager has approved, denied or pushed it back.
3. It is a good idea to always double check your request before submitting it and to check your balances by clicking on the View Absence Balances link.
4. Your manager will need to rectify an incorrect submitted absence request.

Q. Can I just ask my manager or email him/her for a day off?

1. Check with your manager to determine his/her method for requesting time off.
    - ***Two options available***:
        a. Request time off via HRS. Your manager will either Approve, Deny, or Push Back the request within HRS.
        b. Request time off by another method (email, calendar, etc.) Once your manager gives the approval, ***then*** you record the absence in HRS at the same time when you submit your timesheet or leave report.
2. Whichever method your manager chooses, ***the Absence MUST be entered and approved in HRS or your absence balances will not be accurat***e.
3. Accurate balances are important because if you end up taking an Absence you do not have, ***you may not be paid***.

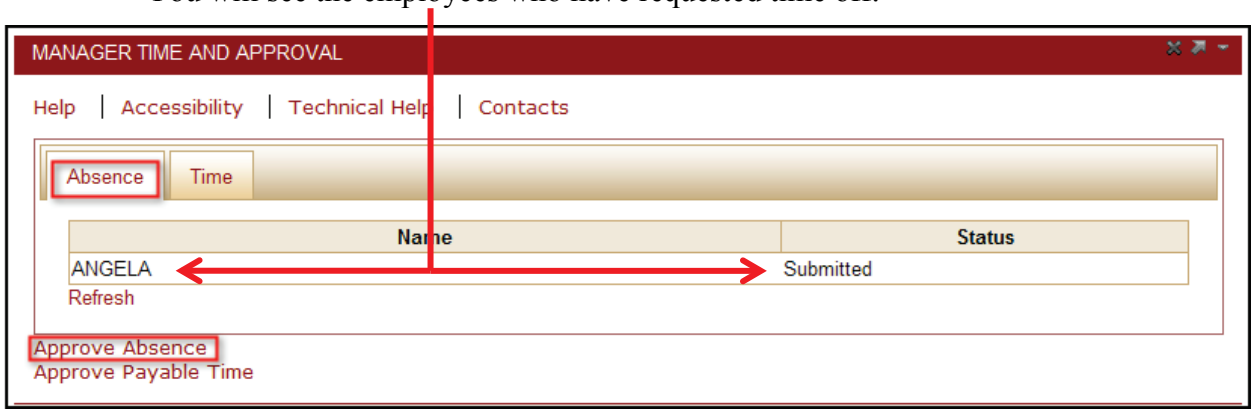
Q. I just submitted an absence and can see it on my timesheet. Does that mean it is approved?

1. Absence requests will appear on your timesheet for ease of data entry.
2. It does not mean the absence has been approved by your manager. You will need to navigate to the Absence Request History page to verify the status of your request.
    - For more information visit the following KB document:
        - ***HRS AM Review Absence Request History:*** https://kb.wisc.edu/hrs/page.php?id=17876

Manager Self Service (MSS)

Q. How do I access Manager Self Service (MSS)?

1. Employee Self Service (ESS) is accessed via the My UW Portal.
   - Employees at all campuses *except Madison* will log in to the My UW System Portal at https://my.wisconsin.edu/. Click the **Work Record** tab can be found on the far right hand side of the page.
   - Employees at the Madison campus will log in to the My UW System Portal by visiting my.wisc.edu. Click the **Work Record** tab.
2. On the *HRS Self Service Links* page, locate the ***Manager Time and Approval*** module. You will see the employees who have requested time off.



3. Click the **Approve Absence** hyperlink.
   - For more information visit the following KB document:
     - ***HRS AM Approve an Absence - Manager:*** https://kb.wisc.edu/hrs/page.php?id=17247

Q. Do my employees still have to submit paper or email absence requests?

1. It is really up to you and your managerial style. If you feel more comfortable having employees fill out an absence request form and turning it in, that is fine. If you only want absence requests sent to you through email, that is also your decision. If employees are used to verbally asking managers for days off, ***any of these options can still continue as long as the employee absences are entered into the HRS system.***
2. If the employee does not enter his/her Absence in HRS, the employee could potentially not be paid, as the employee's absence balances will not be accurate.

Q. What if I forget to enter or approve an absence and miss the deadline?

1. The employee's absence balances will not be accurate. This may lead to unpaid time in some cases.
2. The Manager must call their Payroll Coordinator to enter the absence(s) for the employee if they miss the deadline.
3. If absences have not been approved for 90 days past the date of absence, the Payroll Coordinator must call the Service Center to enter the absence(s).

Q. Will I get a reminder message for pending employee absences to approve?

1. ***HRS will not remind you to approve absences***.
2. It is up to you to set some time each week to approve pending absences.

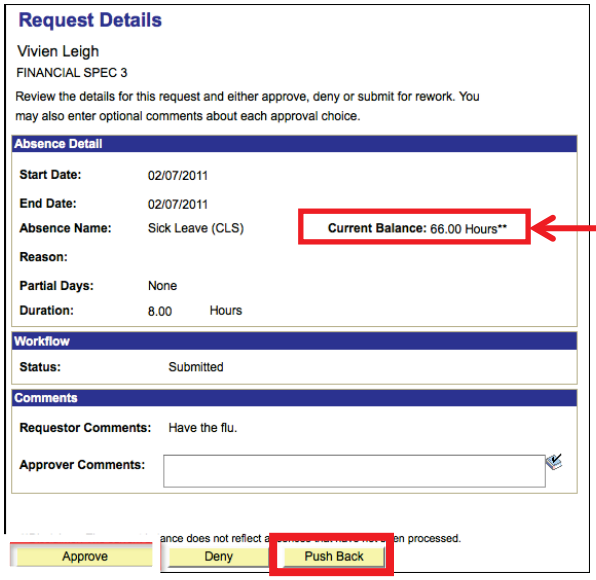
NOTE: You can log in to My UW Portal and navigate to the ***Manager Time and Approval*** module. You will see the employees who have requested time off.

Q. Is the employee alerted when I have to deny or push back an absence?

1. It is the employee's responsibility to check the status of their absence requests to verify whether the absence is approved, denied or pushed back.

Q. Will HRS warn Managers when an employee has overused their balance(s)?

1. No, an on-line warning is not included; however employee absence balances are available on Absence Details for managers to view.



The ***Absence Details page reflects the employee's absence balance as of the last Earnings Statement*** (i.e. confirmed payroll). Absences approved or taken since the last payroll are not reflected in this balance.

2. If an employee overuses his/her absence balances, you can ***Push Back*** the request and suggest they choose a different Absence Take.