

Report Leave

Full time employees must request absences in ½ or full day increments (4 or 8 hours)

Part time employees must request actual hours absent, no less than quarter-hour increments.

If an employee has multiple jobs and one is reported using a timecard, do not use these steps to enter absences, instead review university employee absence request.

If no leave time was used in a month, No Leave Taken must be reported using the No Leave Taken Reporting tab.

NOTE: If you have multiple jobs, you will need to select the correct job from the dropdown.

Request an Absence

1. Sign into my.wisconsin.edu
2. Click the **Time and Absence** tile.
3. Click **Request Absence** on the left side of the screen.
4. Select **Absence Name** from the dropdown.
5. Enter/Update information in the following fields:
 - NOTE:** Verify balance information at bottom of page prior to entering request.
 - **Hours Per Day** – How many hours are being requested for each day of absence
 - **Reason** – leave as is, this field is not used
 - **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
6. Click **Submit**. Once submitted, no further changes can be made by the requestor.
7. Click **Yes**, to verify that the request should be submitted.