

Report Leave and No Leave Taken

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 both monthly and bi-weekly paid jobs, do not use these steps to enter absences, instead review bi-weekly employee absence request.

Navigation: Click the Time and Absence tile from the MyUW portal.

- **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
- **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>

Prior to submitting reporting leave, review the Leave Report section to review any leave reports that need to be managed.

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

Submit No Leave Taken

No Leave taken is selected to indicate months where no leave was requested.

1. On Request Absence, click **Absence Name** tab and select No Leave Taken.
2. Enter/Update information in the following fields:
 - **Start Date** – first day of the month
NOTE: If this is the first month of employment, use start date instead
 - **End Date** – same day as Start Date (this will fill in automatically)
 - **Original Start Date** – leave blank
 - **Comments** - optional
3. Click **Submit**.
4. Click **Yes**, to verify that the request should be submitted.
5. To sign out click the Actions menu (hamburger) in the upper right corner.

Request an Absence

1. On the Request Absence tab, click **Absence Name** and select the absence from the dropdown.
2. 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
3. Click **Submit**. Once submitted, no further changes can be made by the requestor.
4. Click **Yes**, to verify that the request should be submitted.