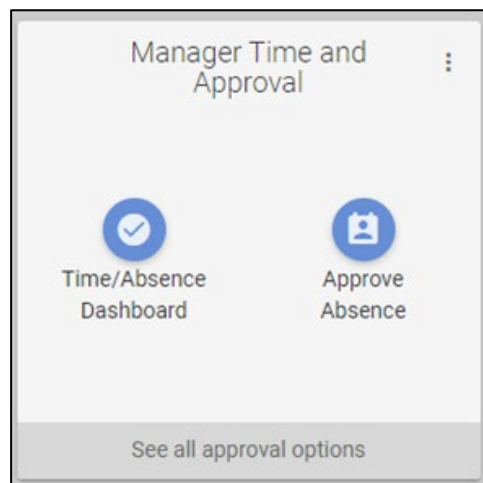


Time/Absence MSS Dashboard - Accessing the Dashboard

The Manager Self Service (MSS) Time and Absence Dashboard is a one stop shop for managers to review or approve pending time and absence requests for their direct reports in an efficient and timely manner.

Links

1. Navigate to your MyUW portal
 - All UW employees can access the MyUW System portal at <https://my.wisconsin.edu/> using their UW institutional ID username and password.
 - UW-Madison employees can access the MyUW Madison portal at <https://my.wisc.edu/> using their UW-Madison NetID username and password.
2. On the Manager Time and Approval Tile, click on the Time/Absence Dashboard icon.
 - Or click “See all approval options” at the bottom of the tile and then select Time/Absence Dashboard



Manager Time and Approval

[Time/Absence Dashboard \(Approve Time\)](#)
[Approve Absence](#)
[Help](#)

Service notice: This app may be offline on Sundays, 6-10 a.m. for routine maintenance.