Log into My UW Portal & HRS

- 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.
- To enter time, click on the Timesheet link below the HRS Self Service Links information.

First Time Users:
To login to My UW System Portal, you must have a valid username and password provided by a UW System campus. If you have forgotten your username or password please contact your local campus Help Desk.

Exceptions
Via a process called Time Administration, HRS searches employee timesheets and identifies time entries that need special review. Exceptions mean time entries were identified that needs to be reviewed and resolved before payroll is processed.

- Whether the supervisor or the employee corrects the exception, Time Administration will keep repeating itself until all the Exceptions have been resolved.

Exception Report - This query (report) provides managers with a list of employees (who are time reporters) that have time entries that need special review (exceptions).

Reporting Tools > Query > Query View
Query Name: UW_TL_768_TLER

Managing Time for Employees

Approve Payable Time:
- Supervisors are responsible for reviewing and approving Payable Time for his/her employees. Only Payable Time that has been approved can go to Payroll and applied towards an employee’s paycheck.

My UW Portal > Approve Payable Time
- A Back-up Approver is assigned to each employee. If the supervisor is unable to approve employee time due to vacation, illness, etc., it is his/her responsibility to notify their back-up approver and/or payroll coordinator to approve payable time in the supervisor’s absence.

Payable Status Report - This report lists all Payable Time for a range of dates to provide the manager with a picture of processed and unprocessed time. Common Payable Status Report choices:
- NA – Needs Approval (waiting on supervisor approval)
- AP – Approved (approved by supervisor)
- TP – Taken by Payroll (time is accepted by payroll and is in process)

Time and Labor > Reports > Payable Status

Rounding Rules in Time & Labor

<table>
<thead>
<tr>
<th>Time You See (Punch Time in Minutes)</th>
<th>Time Used to Compute Payable Time (HRS Rounded Time - Hundredths)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 – 7.5</td>
<td>00</td>
</tr>
<tr>
<td>7.5 – 22.5</td>
<td>.25</td>
</tr>
<tr>
<td>22.5 – 37.5</td>
<td>.50</td>
</tr>
<tr>
<td>37.5 – 52.5</td>
<td>.75</td>
</tr>
<tr>
<td>52.5 – 60</td>
<td>1.0</td>
</tr>
</tbody>
</table>
When an Employee Submits Absence Request(s)

- You can view employee absence requests by:
  - Accessing HRS through the My UW Portal select the Approve Absence link.
- As the employee’s manager, you are able to Approve, Deny, or Push Back an absence. The employee is responsible for checking the Portal to verify their request is approved.
- Approve: Select this option to allow the employee to take their absence request.
- Deny: Choosing this option means you will not allow your employee to take their requested absence.
- Push Back: If you choose to “Push Back” an absence request you are telling the employee he/she may need to make a change to their request and then resubmit the request.

Keep in Mind

- It is important to keep up with approving your employees’ absence requests.
- If you get behind, their absence balances will not be up to date and their pay may not be accurate.

Looking up Employee Absence Balances

The only sure way of knowing an employee will be paid for an absence is both the employee and/or manager to check the Employee Leave Balances page MANUALLY.

- Managers will only have access to the employees that report to them/her.
- On the View Absence Balances page, the first column, you will see the Entitlements, or absence types an employee may have available to them.
- In the next column, you will see their balance in Hours as of the last running of Time Administration.

Entering an Absence for an employee

There may be instances when an employee is unable to enter the absence for themselves. In those rare cases, the manager can enter the absence on the employee’s behalf.

- Log into the My UW Madison portal and locate the Manager Time and Approval module and click the Manager Self Service - Time Management link.
- In the Time Management menu, click the Absence Request link.
- Enter a date the absence will occur in the As Of field and select the employee and record the absence.

Resources – Approving Time and Absences

Approve Payable Time: https://kb.wisc.edu/hrs/page.php?id=15628
Review and Approve Exceptions: https://kb.wisc.edu/hrs/page.php?id=15567
Exception Report https://kb.wisc.edu/hrs/page.php?id=16826#exception
Payable Status Report: https://kb.wisc.edu/hrs/page.php?id=17071#payableStatus

Entering a Full Day Absence: https://kb.wisc.edu/hrs/page.php?id=17204
Review Absence Balances: https://kb.wisc.edu/hrs/page.php?id=17397
Deny an Absence Request: https://kb.wisc.edu/hrs/page.php?id=17846
Pushing Back an Absence Request: https://kb.wisc.edu/hrs/page.php?id=17866

Need Assistance with HRS?

Contact the following individuals:
1. Your Supervisor
2. Your Department Payroll Coordinator

HRS Support Center:
Phone: Toll-free 855-489-7877 or 608-890-1501
Email: servicecenter@sc.wisc.edu
Live Chat: http://kb.wisc.edu/hrs/page.php?id=17972