Request Absence – On Behalf of Employee (Manager)

Absences can be entered by a manager on behalf of the employee. These absences are auto-approved.

**Request Absence**

1. Sign into my.wisconsin.edu

2. Click the dropdown list in the upper left corner and select Manager Self Service.

3. Click the Manager Time and Absence Tile.

4. Click Request Absence in the left side bar.

5. Click the name of the employee.  
   **NOTE:** To change search results, enter information in the search options fields and click Search.

6. Select the absence name from the dropdown.

7. Enter/Update information in the following fields:
   - **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

8. Click Submit.

9. Click Yes to verify that the request should be submitted.