Summer Appt. Leave Reporting - on behalf of the employee (Manager)

Managers can view and enter employee's summer appt. leave.

All employees with a Summer Service and/or Summer Session appointment must enter sick leave absences for the summer. If no leave was taken one time, “No Leave Taken’ entry must be entered.

Entries made encompass the entire summer and all summer appointments.

### Summer Appt. Leave Reporting

1. Sign into [my.wisconsin.edu](https://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 Summer Appt. Leave Reporting 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.

### Record Summer Sick Leave

1. Enter the **Date** of sick leave used in the *Record Summer Appointment Sick Days Below* area.
2. Enter the number of hours used for that day in the **Hours** field.
3. To enter additional dates, click the **plus sign**.
4. Click the green **Submit** button in the upper right corner.
   - **NOTE**: A green success banner will appear at the top of the page.

### Enter Summer No Leave Taken

- **NOTE**: No Leave Taken should not be entered until the end of all summer appointment.

1. Click the green **Submit** button in the upper right corner.
   - **NOTE**: A green success banner will appear at the top of the page.