View Absence Request History

Submitted, approved, pushed back and cancelled requests will appear on this page.

Absence Balances

1. Click the **Time and Absence** tile from the MyUW portal.
    a. **All UW**: Employees can access the MyUW System portal at https://my.wisconsin.edu/
    b. **UW Madison**: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Click **Timesheet**.

3. Click **View/Edit Requests tab** on the left side bar.

4. All submitted/approved/pushed back/cancelled absences will appear on the list.

5. To view more details about a request, click the request.