

# View Absence Request History

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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.