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/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click **View/Edit Requests**.

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

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

5. To make changes to a request, see the resource **Cancel/Edit Absence**.