

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 **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](#).