Enter a Full Day Absence on the Timesheet

University staff; faculty, academic staff and limited (non-exempt); and postdoctoral (non-exempt) employees will submit their absence requests through their timesheet.

For information on legal holiday, see legal holiday.

Review Available Time

Prior to entering an absence, verify that you have enough time to cover the absence.
NOTE: You can also review previous pay period absence use by changing the Display Balances Year and Period fields.

1. Sign in to my.wisconsin.edu.

2. Click the **Time and Absence** tile.

3. Click the **Absence Balances** tab, in the left sidebar, to see Posted and Projected balances.
   a. **Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance)
   b. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing for the current and/or future pay periods.
   NOTE: Information about what each column shows can be found by clicking on the blue i (information icon).

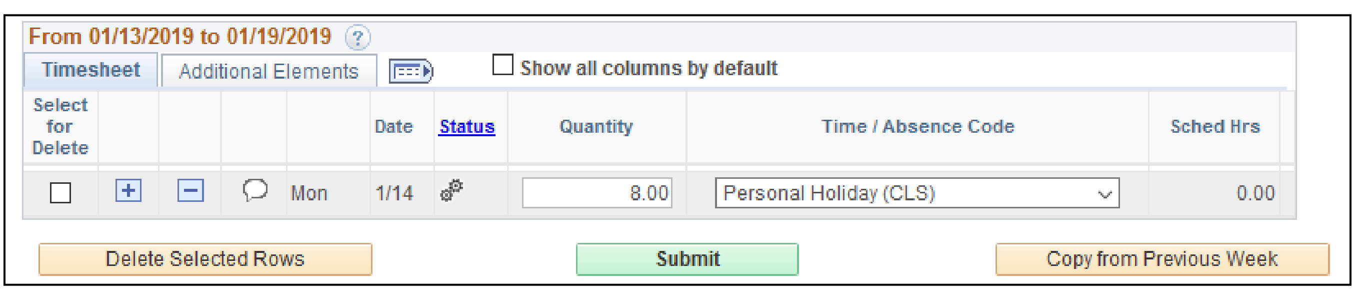
Enter a Full Day Absence

1. Click the **Timesheet** tab.

2. On the row with the date of the absence, select the absence type from the **Time/Absence Code** drop down list. Absence types appear at the bottom of the list.

3. Enter the number of hours being requested in the **Quantity** field.

4. Click **Submit**.
   a. *Reported Hours* will be updated to reflect all Time and Absence hours entered for the time period.
   b. Gear icon will appear in the *Status* column.



Multiple Absence Types – Same Day

1. On the row with the date of the absence, select the absence type from the **Time/Absence Code** drop down list. Absence types appear at the bottom of the list.

2. Enter the number of hours being requested in the **Quantity** field.

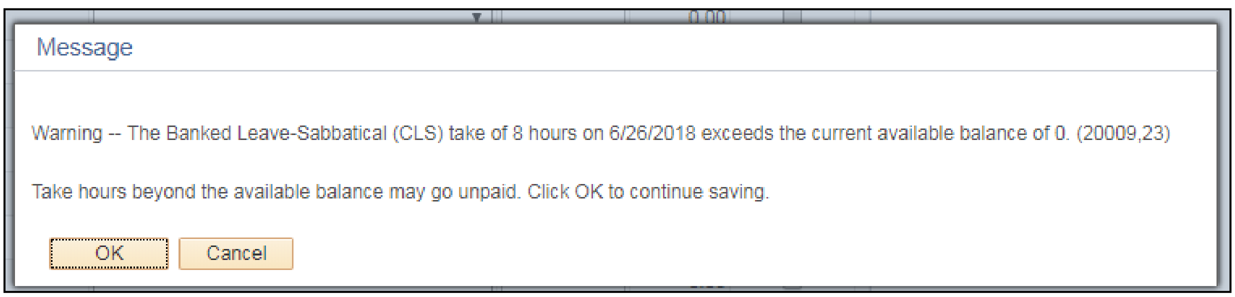
3. Click the **plus sign** next to the date of the absence to add another row.

4. **Repeat** steps 2 – 4 as needed.

5. Click **Submit**.
   a. *Reported Hours* will be updated to reflect all Time and Absence hours entered for the time period.
   b. Gear icon will appear in the *Status* column.

Absence Request Warning

If you request an absence but did not have enough hours prior to the start of the pay period for that absence type, a warning message similar to the one below may display.
NOTE: This warning will only display upon submission of a single absence request which exceeds the available balance.



Example of when this warning will display:

- At the start of the pay period you have 4 hours of vacation time. On Monday, you request 6 hours of vacation. - You will see the warning message.
- At the start of the pay period you have 4 hours of vacation time. On Monday you request 2 hours of vacation time and on Tuesday you request 4 hours of vacation time. - You will **NOT** see the warning message because you did not exceed the available hours in a single request.