UW-Shared Services
University of Wisconsin System

View Absence Balances (bi-weekly)

Previous, current and projected balances can be viewed with Absence Balances.

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** button**.**

3. Click the **Absence Balances** tab in the left side bar.

4. If you have multiple jobs, you can change which job absences are being viewed for by clicking the **Display Balances for Job** drop down and changing the job.

5. To view balances for previous pay periods, use the drop down to identify the period to review.
   NOTE: When viewing previous time period, the projected balance amount is no longer shown.

6. **Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance).

7. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.
   Prior Usage/Adj – Leave that was processed for a prior pay period after the available balance was processed.
   Beginning Balance – balance as of the end of the last pay period processed.
   Current Usage – any requests entered for current pay period that have been approved and overnight processing has run.
   Current Balance – beginning balance minus current usage.
   Future Usage - any requests entered for future pay period(s) that have been approved and overnight processing has run.
   Future Balance - beginning balance minus current usage and future usage.