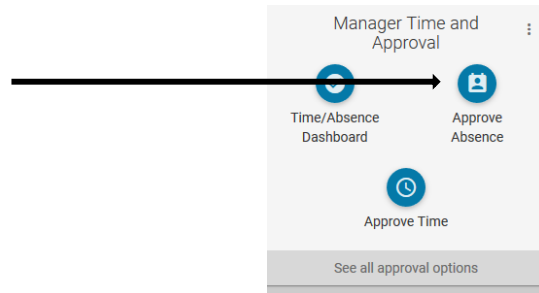


# Supervisor Steps for Approving Absences for Faculty/Academic Staff

Each month, supervisor's need to review and approve/deny employee's leave by the 10<sup>th</sup> day of the month. It is critical to approve leave in a timely fashion so employees are aware of their actual leave balances.

1. Log into **MyUW** at [my.wisc.edu](http://my.wisc.edu)
2. Select **Approve Absence** in the **Manager Time and Approval** tile. Do not use the Approve Time link.



3. Click on the employee's name.

**Menu**

Search:

- ▷ My Favorites
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  - ▷ Global Payroll & Absence Mgmt
  - ▷ Payroll Interface

## Absence Requests

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

\*Show Requests by Status: Pending Refresh

Absence Backup

Absence Requests							
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
		MEDICAL PRO ASST SEN	Sick Leave (CLS)	02/12/2016	02/12/2016	Submitted	02/16/2016
		ASSOC ADMIN PRGM SPEC	Sick Leave (UNC)	02/09/2016	02/09/2016	Submitted	02/16/2016
		MEDICAL PRO ASST ASSO	Sick Leave (CLS)	02/15/2016	02/15/2016	Submitted	02/16/2016
		PUBLICATIONS EDITOR	Personal Holiday (CLS)	02/15/2016	02/15/2016	Submitted	02/16/2016
		UNIV SVC PRG ASSOC	Personal Holiday (CLS)	02/19/2016	02/19/2016	Submitted	02/16/2016

4. **Approve or Push Back** the absence.
  - a. **Approve:** Select this option to approve the employees absence.
  - b. **Push Back:** Select this option to let the employee know they need to make a change to their request and then resubmit it.

Check Current Balance (highlighted in red below) to make sure sufficient hours are available for use. If the employee has an insufficient balance for the requested leave, indicate this in Approvers Comments and **Push Back** request to employee to correct and resubmit. The employee will not be automatically notified if you Push Back a request, so you need to communicate with them. You still need to approve the corrected absence request after it has been resubmitted by the employee.

Employees who have taken no leave during a given month must submit an absence request for "No Leave Taken" which you are required to approve like any other absence request.

Employees must report leave in these increments:

Percent	Time Used	Time Reported
Part Time	Any amount	Actual hours rounded to nearest quarter hour
Full Time	Less than 2 hours	0 hours
Full Time	2-6 hours	4 hours
Full Time	> 6 hours	8 hours

**ORACLE**

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- UW Financial Reports
- UW Payroll Reports
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  - EPM

## Request Details

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.  
**Note that ALRA conversion takes must be entered between the dates of 7/1/2016 and 10/31/2016.**

Absence Detail	
Start Date:	01/27/2016
End Date:	01/27/2016
Absence Name:	Sick Leave (UNC) <span style="border: 2px solid red; padding: 2px;">Current Balance: 1448.70 Hours**</span>
Reason:	
Entry Type	Hours Per Day
Hours Per Day	4.00
Duration:	4.00 Hours

Workflow	
Status:	Submitted

Comments	
Requestor Comments:	<input type="text"/>
Approver Comments:	<input type="text"/>

\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

Approve
Deny
Push Back

Go To: [View Absence History](#)  
[View Monthly Calendar](#)  
[Pending Absence Request](#)  
[View Absence Balances](#)

**LEGAL HOLIDAYS:**

- Legal holidays automatically load based on an employee’s FTE.
- If there is a floating holiday that occurs in the fiscal year, employees will select **Legal Holiday (UNC)** as the absence type when that floating holiday is used.

**ADDITIONAL RESOURCES:**

- Approve an Absence – Manager: <https://www.kb.wisc.edu/page.php?id=17247>
- View Employee Absence Balances – Manager: <https://www.kb.wisc.edu/page.php?id=18200>
- Absence Help Page: <https://uwservice.wisconsin.edu/help/time-absence/>

Questions? Contact Carol Cooley (iBio Payroll/Benefit Specialist, [cacooley@wisc.edu](mailto:cacooley@wisc.edu))