# Employee Self-Service (ESS)
## Absence and Timesheet Quick Guide

### What Do I Do First?

Always enter absences before going to timesheet

### Where Do I Go?

**Request Absence**

This is to “REPORT” the following absences on your timesheet, NOT “REQUEST” absences. Please continue to use current departmental practices to request absences.

- Vacation (including vacation carryover)
- Sick Leave
- Personal Holiday
- Sabbatical

**Timesheet**

- Floating Holiday (legal holiday)
- Compensatory Time Earned/Used
- In/Out Worked Time

### Absence and Time Entry Due Dates:

- Employees are **strongly encouraged** to enter and submit absences and time daily, but should minimally enter and submit weekly, on the last day worked each week.
- Employees must enter and submit all time entries by 12 midnight on the Monday after the pay period ends. Employees are locked out of timesheet at midnight.
- Supervisors must fix exceptions and approve all time by 12 noon on Tuesday after the pay period ends.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of pay period</td>
<td>EE: Enter time and submit each day</td>
<td>EE: Enter time and submit each day</td>
<td>Week 1 of Pay Period</td>
<td>EE: Enter time and submit for the entire week if not already completed. SUPV: Correct Exceptions; Approve time for Wk 1</td>
<td>EE: Enter time and submit for the entire week if not already completed. SUPV: Correct Exceptions; Approve time for Wk 2</td>
<td>END of Pay Period</td>
</tr>
<tr>
<td></td>
<td>EE: Enter time and submit each day</td>
<td>Week 2 of Pay Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day of next pay period</td>
<td>EE: <strong>BY 12 Midnight</strong> LAST day to submit time for previous pay period.</td>
<td>SUPV: <strong>BY 12 NOON</strong> LAST morning to approve exceptions and time for previous pay period.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter Absences

Log in to the My UW System portal at https://my.wisconsin.edu/
or

Scroll down to TIME AND ABSENCE section
Click on “Enter Absence”

**TIME AND ABSENCE**

At this point you will be prompted to log in to Oracle;
“Request Absence” screen appears:

**“Request Absence” screen appears**
- Enter Start Date of absence
- Filter by Type: Defaults to All (Leave as is; do not change)
- Absence Name: Choose leave type from drop down
- Enter End Date: If single day absence, enter same date as start date. Absence cannot span weekend.
- Reason: Ignore this field
- Entry Type: Choose Hours Per Day (from drop down menu)
- Hours Per Day: Enter number of hours using each day
- Duration: Do not enter anything; system will populate
- Requestor Comments: not necessary but can provide explanation if desired
- Click yellow “Submit” button to send the absence to Supervisor for approval
- Click OK for Submit Confirmation
- Go directly to Timesheet to enter time worked and/or legal holiday & comp time

**Notes:**
- Request Details provides details of submitted absence
- Save for Later is not recommended; request can be lost completely
- Once the Submit button is clicked, employees are unable to make changes without the assistance of supervisor
  - If supervisor approves absence, employee is unable to make change to absence without assistance of Payroll Coordinator
  - If supervisor pushes back or denies absence, employee can edit the absence request.

**Request Absence**

JULIE LUND
PAY & BEN SPECIALIST ADVANCED
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

**Absence Detail**

Start Date: 08/01/2012
End Date: 08/01/2012
Filter by Type: All

**Absence Name:** Vacation (CLS)
Current Balance: 294.50 Hours

Reason: Select Absence Reason
Entry Type: Hours Per Day
Hours Per Day: 8

Duration:

[Calculate End Date or Duration]

**Comments**

Requestor Comments:

**Go To:**
- View Absence Request History
- View Absence Balances

**Status of Absence Entry:**
It is your responsibility to check if your absences are Approved, Denied or Pushed Back.
My UW System Portal > TIME AND ABSENCE > Enter Absence > View Absence Request History (hyperlink @ bottom of screen)
If NOT Reporting any Absence for Pay Period, Can Navigate Directly to Timesheet

Log in to the My UW System portal at https://my.wisconsin.edu/ or Scroll down to TIME AND ABSENCE section
Click on “Timesheet”

You will be prompted to log in to Oracle at this point.

Time Entry Methods for Timesheet
Time can be entered in standard hours denoting AM and PM or in 24-hour military time. See examples below:

- **Standard Time Entry:**
  - Need Colons
  - Need AM/PM or A/P

- **24 Hour Clock Entry:**
  - Military Time

<table>
<thead>
<tr>
<th>Standard Time Entry Examples</th>
<th>24 Hour Clock Entry Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15A</td>
<td>0715</td>
</tr>
<tr>
<td>3:00P</td>
<td>1500</td>
</tr>
<tr>
<td>4:45PM</td>
<td>1645</td>
</tr>
<tr>
<td>11:45AM</td>
<td>1145</td>
</tr>
</tbody>
</table>

Rounding of Hours
You will enter your actual arrival and departure times on your timesheet. HRS will calculate hours worked based on the schedule you enter.

HRS rounds to the nearest quarter hour based on the total hours and minutes reported per time entry.

<table>
<thead>
<tr>
<th>Rounding of Hours</th>
<th>Minutes</th>
<th>0.0-7.5</th>
<th>7.5-22.5</th>
<th>22.5-37.5</th>
<th>37.5-52.5</th>
<th>52.5-60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hundredths</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.0</td>
<td>0.0</td>
<td>0.25</td>
<td>0.50</td>
<td>0.75</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>
Non-Exempt Employees:
Non-exempt employees must record all hours worked and must also “punch lunch.” Arrival time should be entered in the left-most “IN” box. The time you leave for lunch should be recorded in the first “OUT” box. The time you return from lunch should be recorded in the next “IN” box, and the time you depart for the day should be recorded in the right-most “OUT” box. If you do not take a lunch break, you should enter your arrival time in the “IN” box at the left margin, and your departure time should be entered in the second “OUT” box. If you have a partial-day absence recorded on the timesheet, click the plus sign at the right margin next to the date of the absence. This will give you another row for that particular date so you can enter your hours at work. After completing time entry, be sure to click the yellow “SUBMIT” button in the lower left corner of the screen.

Exempt Employees:
Exempt employees are only required to enter the total number of hours worked each day. If you have a partial day absence, be sure to enter your hours worked on that day or you will be underpaid. After completing time entry, be sure to click the yellow “SUBMIT” button in the lower left corner of the screen.
What are Exceptions?

- After timesheets are entered by employees, Time Administration processes several times per day to analyze the entered time according to UW System rules. Exceptions are created for time which meets specific criteria, such as a missed punch or if a shift is longer than twelve hours.
- Exceptions appear and can be viewed on the timesheet after Time Administration runs.
- Exceptions need to be corrected or allowed and run through Time Administration again before time can be approved by supervisor and sent to payroll.
- View Your Timesheet Exceptions by Going Directly to Your Timesheet - 

You can see if there are any exceptions that need to be reviewed, corrected, and/or allowed by viewing your timesheet. Supervisors are the only ones that can allow an exception. Employees can view and correct exceptions on their own timesheet.

NOTE: When viewing these pages, be aware of when employee or supervisor may have made changes to timesheet. These changes will not clear out the exception “time bomb” until after the time administration process has run.

After you have submitted your timesheet, your supervisor will review, correct exceptions, and approve by Tuesday following end of pay period. If all steps are not completed in a timely manner, you will not receive a paycheck on payday!

Best Practice for Logging Out of Systems:

- Be sure to “sign out” in the upper right hand corner of the HRS and close the browser via the red X.
- NOTE: If you do not see the sign out in HRS, click on Self Service
- Be sure to “log out” in the upper right hand corner of the My UW System portal and close the browser via the red X.
- Not practicing these steps can cause the next person to login to pull up your personal information and timesheet.

For “How To” videos, visit the UW Service Center training webpage:
https://uwservice.wisc.edu/administration/training.php