EMPLOYEE SELF SERVICE (ESS)

REFERENCE GUIDE FOR
REQUESTING ABSENCES AND ENTERING TIME

QUESTIONS?

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Login the My UW System from the UW-Superior Home page

Where do I go to request an absence via my supervisor?

Go to the Time and Absence section in My UW System portal and click on “Enter Absence.” If an absence is being requested, you must request the absence first and then enter and/or adjust your timesheet after the absence is requested and pending approval.

You will have to enter your username and password again. Once you have done that, this page will pop up:

Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Continue to the next page to learn how to enter your absence request(s)
How to enter an absence for a full workday or less:

1.) Always make sure the start and end date is the same.
2.) Filter by type: Leave it set to All.
3.) Select the type of Absence you would like to use.
4.) Make sure your leave request does not exceed current balance.
5.) Under Reason: Ignore this field.
6.) Under Entry Type (which defaults to none), **always select**, “Hours per Day”
7.) After you select hours per day, the hours per day box will come up and this is where you are always going to put your amount of time you would like off for that day. Please remember that all hours must be recorded in quarter hours.
8.) Click the “Calculate End Date or Duration” button. Verify accuracy of system calculation entered in “Duration” box and verify you have sufficient balance to cover the absence.
9.) Submit.
How to enter an absence for multiple days in a row:

Enter Start Date and Absence Name. Then complete the rest of the information before submitting or save for later your request.

Requests must be entered Mondays - Fridays. Requests cannot include weekend days unless you are normally scheduled to work on those days. (Ex. If you would like Wednesday - Wednesday off, you must make one request for Wednesday-Friday and one request for Monday-Wednesday the next week.

IN THE HOURS PER DAY BOX, PUT HOW MANY HOURS YOU WANT TO TAKE OFF EACH DAY FOR MULTIPLE DAYS IN A ROW. CLICK, “CALCULATE DURATION” AND THE TOTAL AMOUNT OF HOURS YOU WANT OFF FOR THE WEEK WILL SHOW UP IN DURATION.

If you want to take the same amount of time off each day for the week or a couple or few days in a row?

Only one request is needed. For example: you would adjust the dates and then in the hours per day box you would put 2 hours (because you want to take off 2 hours each day for 3 days) and when you click calculate end date or duration, you would see that in duration it would show a total of 6 hours.

Want to change, fix or cancel an absence request that you submitted?
Make sure your supervisor views your absence request and “pushes it back” to you. If he/she has already approved it, contact Human Resources. If it has been pushed back to you, follow these steps:

1.) Click on “Request Absence”
2.) Click “View Absence Request History”

3.) Edit request as needed:
• Enter your requests for the date that you shift STARTS
  o Ex.) Your shift starts at 11pm on 4/2 and ends at 7:30am on 4/3. You want to take the last two hours of your shift off, so you would request your absence for 4/2, 2 hours and then adjust your timesheet to show the hours you physically worked. The hours will then adjust.

• Incorrect absence request or would like to change it?
  o Your supervisor will have to “push back” the request to you so you can make the appropriate adjustments. You will not be able to re-request the same type of leave (vacation, sick) for the same day. The system will not allow you to.

• Do not use the “save for later” function in the absence request section.
  o You run the risk of forgetting to submit those hours and then being short hours for the pay period.
Where do I go to fill out my timesheet?

Go to the **Time and Absence** section in *My UW System* portal and click on “Timesheet.” If you have entered an absence or if you are already signed in to the Oracle website, you can find it under the menu tab, “Self Service.”
BEST PRACTICES FOR TIMESHEET ENTRY

1.) **Please report time in Quarter Hours ONLY:**

Depending upon when the employee enters his/her time worked, HRS rounds each punch to the nearest 7.5 minutes or elapsed quantity to the nearest quarter hour, based on the total hours and minutes reported in a shift.

<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>0.0</td>
<td>.25</td>
<td>0.5</td>
<td>0.75</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

2.) **Please enter time in standard time entry or convert and enter in 24 Hour / Military time**

<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Standard Time Entry</th>
<th>24 Hour Clock Entry / Military Time Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 AM</td>
<td>0715</td>
<td>0715</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>03P</td>
<td>1500</td>
</tr>
<tr>
<td>4:45 PM</td>
<td>0445P</td>
<td>1645</td>
</tr>
<tr>
<td>11:45 AM</td>
<td>1145</td>
<td>1145</td>
</tr>
</tbody>
</table>

- Quick Tip for entering in military time: for any times from 1:00PM - 11:00PM, just add 12 to the time. Examples: 1pm + 12 = 1300; 2pm + 12 = 1400. For standard hours you will need to enter ONLY the PM indicator (see examples in chart above).

**Timesheet Terminology**

**Take** – A Take is the HRS term for all the different types of absence, i.e. Vacation, Sick, etc.

**Punch Exception Timesheet** – This is the timesheet most Non-Exempt Classified Permanent employees will use.

**Elapsed Exception Timesheet** – This is the timesheet most Exempt Classified Permanent employees will use.

**Time Reporting Codes (TRC)** – TRC is an acronym for Time Reporting Codes. TRCs indicate the different pay types an employee may receive based on hours worked. For example: if an employee had to work on a legal holiday, then he/she would have to choose an option from the TRC drop down menu to indicate eligibility for legal holiday pay. Further examples will be provided later in this document.
What do the Rule Elements mean on the timesheet?

**Rule Element 1**: is if you want compensatory time rather than receiving cash payment for overtime worked. You will need to select this option under Rule Element #1 each week that that has overtime for which you want comp. If you wish to be paid for your overtime, you do not have to select anything and it will automatically pay you for the overtime. (To choose Comp, click on spy glass under Rule Element 1.)

**Rule Element 2**: Please do not use Rule Element #2, as it does not apply to the UW-Superior campus.

**WARNING**: If you attempt to select an option in Rule Element 2, it will not calculate your hours correctly; therefore you will NOT get paid correctly.

**WHAT IF YOU ALWAYS WISH TO RECEIVE COMP TIME VS. PAID OVERTIME?**

You must select COMP in the **Rule Element 1** once within each of the two weeks within the pay period. It only has to be selected one time within each week, even if you work overtime on more than one day during the week. **If you wish to have overtime from both weeks within the pay period put into your comp time, you must select comp for both weeks** (see example below). If you don’t select it for both weeks, you will receive pay for the week in which comp was not selected.
COMMON TIMESHEET SENARIOS

How to enter Time without a lunch:

How to enter Time with a lunch punch:

How to enter Time when taking a lunch and absence:

Example: If you took sick leave (or any other type of leave) from 10am-2:15pm for a doctor’s appointment and took your lunch from 2:15-3:00pm, you would enter hours as shown below:

What if you come back to work later that same day and do not take a break during that additional shift? Add a line and enter the remaining hours worked. Use the first “in” and last “out” since you did not take an unpaid break during the final work period.

What the timesheet should look like after entering an absence:
How to enter an overnight shift:

If your shift ends on a Thursday morning and you come in again on Thursday night, you would add a row by clicking on the “+” symbol on the far right hand side of the screen. Always enter your break times on the day they actually land on (see picture below):

![Timesheet example](image)

How to enter Comp Time for a full 8 hour day:

You would like to use comp time for your entire day of work. Comp Time is NOT an absence request. It is entered on the timesheet as a TRC. This is an example of how it would look when entering on the timesheet:

![Comp Time example](image)

Do not enter in and out times. If there are times already entered for that day, make sure all entries for that day are deleted. Then enter the time reporting code as shown on the right with the total number of hours you would like to use for that day. Make sure after you have made this change that you always click the “submit” / save button.

How to enter Comp Time and work a partial day:

For example: On Jan 9th, you work 3 hours in the morning and then want to take 5 hours of comp for the remainder of the day. You would select the time reporting code shown below and then ADD a row to complete your full 8 hours for that day.

![Partial day example](image)

To add a row, click the plus symbol (as shown in the red box above). This will add the second line for that specific date. As shown above, no lunch was taken and 3 hours were worked to make up the 8 hour day.
How to enter Call Back hours:

Record the actual hours you were called back in to work, even if it was less than 2 hours. Make sure you select the Time Reporting Code “CB200 – Call Back 2 Hour Minimum” so it gives you the 2 hours’ worth of pay. That is why selecting this code is very important.

Legal Holiday Scenarios

When it’s a legal holiday, how do I enter my time for that day?

The system generates your legal holiday hours based off of your FTE. If you are full-time / 1.0 FTE, the system would automatically generate 8 hours for you that day and you do not have to enter any hours. If you are less than 100% and are not sure of what the system would automatically generate for you OR if you know the number of hours the system would automatically give you and would like to use less or more hours for that particular holiday, see example below:

Ex: If the system generates 6 legal holiday hours for you but you would only like to use 4 and save 2 hours for a different holiday, you would enter it as follows:

*If you are unsure what hours are generated (based off your FTE) and you would like to only use a specific amount of hours, always select the time reporting code NOHOL (TRC) with the quantity “0” and this will take away the legal holiday hours in the system. Then enter FLHOL and the quantity you wish to use.

If you want to use the remaining legal holiday hours (floating holiday) on a different day, enter it as follows with the FLHOL (TRC) and # of hours used:
What if I work a full day on the legal holiday?

Example: If working the Martin Luther King holiday (as shown below), you need to make sure to select the time reporting code “NOHOL-No Legal Holiday” and a quantity (any amt). This tells the system to clear the amount of holiday hours it would generate based on your FTE. These hours remain in your legal holiday bucket to be used as FLHOL (floating legal holiday) at a future date. Then you must enter the actual time schedule you work and the “HOLWK – Holiday Worked” TRC in order to be paid for the holiday.

<table>
<thead>
<tr>
<th>Mon 1/16</th>
<th>Submitted</th>
<th>NOHOL - No Legal Holiday</th>
<th>8.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted</th>
<th>7:15:00AM</th>
<th>11:30:00AM</th>
<th>4.25</th>
<th>HOLWK - Holiday Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>6:00:00PM</td>
<td>9:45:00PM</td>
<td>3.75</td>
<td>HOLWK - Holiday Worked</td>
</tr>
</tbody>
</table>

What if you normally have a 10 hour shift and it’s a legal holiday?

The system will only pay up to 8 hours on a legal holiday. If you would like to complete the 10 hour shift, you would either have to request 2 hours of leave (which would be requesting an absence) or you would make up the 2 hours throughout the week to complete your usual work week.

<table>
<thead>
<tr>
<th>Mon 1/16</th>
<th>New</th>
<th>Vacation - VACTN</th>
<th>2.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What if you work on Friday night and your shift ends on Saturday (a legal holiday)? How would this look on the timesheet?

<table>
<thead>
<tr>
<th>Fri 12/23</th>
<th>Submitted</th>
<th>9:00:00PM</th>
<th>10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 12/24</td>
<td>Submitted</td>
<td>7:00:00AM</td>
<td></td>
</tr>
</tbody>
</table>

If the shift splits with the beginning of the shift landing on a regular day and the end of the shift landing on a legal holiday, you will want to make sure to select the Time Reporting Code, “HOLWK - Holiday Worked.”

★ Please note: by selecting the TRC “Holiday Worked,” this will give you the holiday premium rate for the hours that land on the specific legal holiday that is observed by the University.