Manager Self-Service (MSS)
Absence and Timesheet Quick Guide

What Do I Do?
1. Approve Absences
2. Fix or Allow Exceptions
3. Approve Payable Time

Step 1: Approving Absence Requests

Employees and Supervisors will log in to the My UW System portal [https://my.wisconsin.edu/](https://my.wisconsin.edu/)

Scroll down to MANAGER TIME AND APPROVAL section
Click on “Approve Absence”
Log in to Oracle
Click on employee name to approve
Check current balance for absence
Absence hours submitted should not be larger than current balance
Either Approve or Push Back
You may enter comments, but you do not have to
“Push Back” means hours were entered incorrectly so you are asking employee to resubmit correct hours.
Once supervisor has approved absence, changes cannot be made without assistance of payroll coordinator.
*See instructions at end for entering absence on employee’s behalf

Step 2: Exceptions — Correct/Allow

Go to Exceptions (Menu on left, above Absence Requests)
(Time Administration processes several times daily and each night 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.)
Choose Group ID by clicking on magnifying glass next to field
Click “Get Employees”
If there are no names listed, then there are no exceptions
If there are names listed:
Either correct timesheet for the employee or ask the employee to correct and submit timesheet again. If you correct, you will have to “submit” the timesheet.
These changes will not clear out the exception “time bomb” until after the time administration process has run. You will have to go back later after Time Admin and approve.

Step 3: Approve Payable Time

Go to Payable Time (Menu on left above Exceptions) (or via MSS link in portal)
Choose Group ID
Check dates
Start Date = first day of bi-weekly pay period (Sunday)
End Date = last day of bi-weekly pay period (Saturday)
Click “Refresh” or “Get Employees”
Employees that need timesheet approval should appear.
You may approve here by selecting the box next to the name and clicking “Approve.”
Click on employee name to see approval details. You may approve here by selecting box next to each date.
In “Approve Payable Time” you only see hours worked; not leave time; if you need to see the timesheet, click on “Adjust Reported Time” hyperlink.
**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 may approve absences, exceptions, and time daily, but are **strongly encouraged** to approve weekly, on the last day worked each week.
- 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><strong>Week 1 of Pay Period</strong></td>
<td></td>
<td></td>
<td>EE: Enter time and submit for the entire week if not already completed. <strong>SUPV:</strong> Correct Exceptions; Approve time for Wk 1</td>
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</tr>
<tr>
<td></td>
<td>EE: Enter time and submit each day</td>
<td><strong>Week 2 of Pay Period</strong></td>
<td></td>
<td></td>
<td>EE: Enter time and submit for the entire week if not already completed. <strong>SUPV:</strong> Correct Exceptions; Approve time for Wk 2</td>
<td></td>
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<tr>
<td>First day of next pay period</td>
<td>EE: BY 12 Midnight LAST day to submit time for previous pay period.</td>
<td><strong>SUPV:</strong> BY 12 NOON LAST morning to approve exceptions and time for previous pay period.</td>
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<td></td>
<td>END of Pay Period</td>
<td></td>
</tr>
</tbody>
</table>

*Steps for manager to follow to enter absence for employee:*

*My UW System Portal > MANAGER TIME AND APPROVAL > Approve Absence >
Manager Self Service > Time Management > Report Time > Absence Request*

*Click the yellow “Continue” button*
*Choose your Supervisor Group & Click “Continue” button*
*Choose desired employee & Click “Continue” button*

- Enter As of Date
- Select Group (B group is primary supervisor list; C group is back-up supervisor list)
- Choose Employee requesting absence for
- 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: Enter the same date as the start date (even if taking multiple days; it is recommended that each day be entered separately)
- *Reason: Ignore this field*
- *Entry Type: Choose Hours Per Day (from drop down menu)*
- *Hours Per Day: Enter the total number of hours using specific type of leave for that day*
- *Duration: Do not enter anything; system will populate to same number as Hours Per Day*

*Click the “Calculate End Date or Duration” button*
*Requestor Comments: not necessary but can provide explanation if desired*
*Click Submit*
*Click OK for Submit Confirmation*
*You will automatically be taken to the “Request Details” page where you will see the request was automatically approved because it was entered by the supervisor.*

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