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

What Do I Do First?

Always enter absence requests before going to timesheet

Where Do I Go?

Request Absence (Enter Absence)

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

Timesheet *(for bi-weekly employees only)*

- Floating Holiday (legal holiday)
- Compensatory Time Earning and Using
- In/Out Worked Time
- Call-Back and Standby

Flex Schedules

- If you flex your schedule from one week to the next, you will receive overtime for any hours over 40 in a week.
- For example, an employee works 42 hours in the first week and 38 hours in the second, the employee will receive 2.0 hours overtime but will be shorted 2.0 hours of regular pay.
- The regular pay shortage affects the amount contributed to WRS, vacation allocation and sick leave accrual.

Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift:

Rounding of Hours	**Minutes**	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

Best Practices for Entering and Approving Time Worked

To Avoid Not Being Paid, Please Note the Following Best Practices:

- Employees should at least enter and submit their absence and time weekly, on the last day worked in the week.
- Supervisors should review absence requests and time for exceptions weekly.
- On the last day of the pay period, ALL time entries must be submitted for timely payroll processing.

Remain Aware of Absence and Time Administration (TA) Processes

- Absence process is *real time*: Supervisor can approve immediately; Absence request will show on Timesheet immediately
- Employee can tell if absence needs approval or has been approved on timesheet and in request absence; Absence will *not* show as Payable Time (Summary of Hours) until after Absence Administration Process
- Absence process runs immediately prior to Time Administration
- **Time Administration (TA) process runs 7 times every day, 7 days a week -**
  - **4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight**

Absence and Time Entry Due Dates:

- Employees must enter and submit all time entries by 12midnight 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 12noon on Tuesday after the pay period ends.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	**EE:** Enter time and submit each day →	Week 1 of Pay Period			**EE:** Enter time and submit for the whole week if not already completed. **SUPV:** Correct Exceptions; Approve time for Week 1	
	EE: Enter time and submit each day →	Week 2 of Pay Period			**EE:** Enter time and submit for the whole week if not already completed. **SUPV:** Correct Exceptions; Approve time for Week 2	**END of Pay Period**
First day of pay period	**EE:** **BY 12Midnight** **LAST day to submit** time **for previous pay period.**	**SUPV:** **BY 12NOON** **LAST morning to approve** exceptions and time **for previous pay period.**				

Enter Absence Before Timesheet

Employees and Supervisors will log in to the *My UW System portal* at https://my.wisconsin.edu/.

Scroll down to TIME AND ABSENCE section
Click on "Enter Absence"

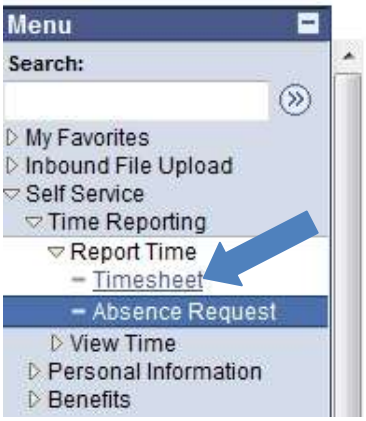
Best Practice for Logging Out of Systems:

- 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.

How to Get to the Timesheet After Entering *Absence Request*

Go to menu bar on the left hand side of the screen

Click on *Timesheet*



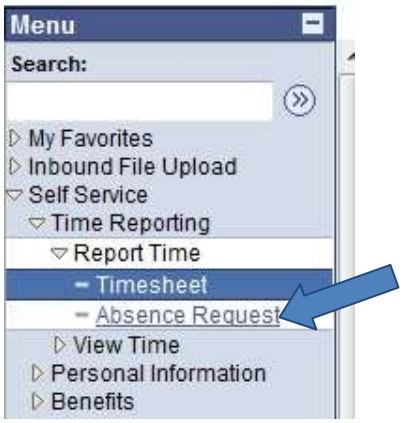
Be sure you are under ***Self Service***

How to get to *Absence Request* from the Timesheet

Go to menu bar on the left hand side of the screen

Click on *Absence Request*

Always Request Absence before entering on Timesheet; If you forgot to enter an absence, return to timesheet after entering absence request.

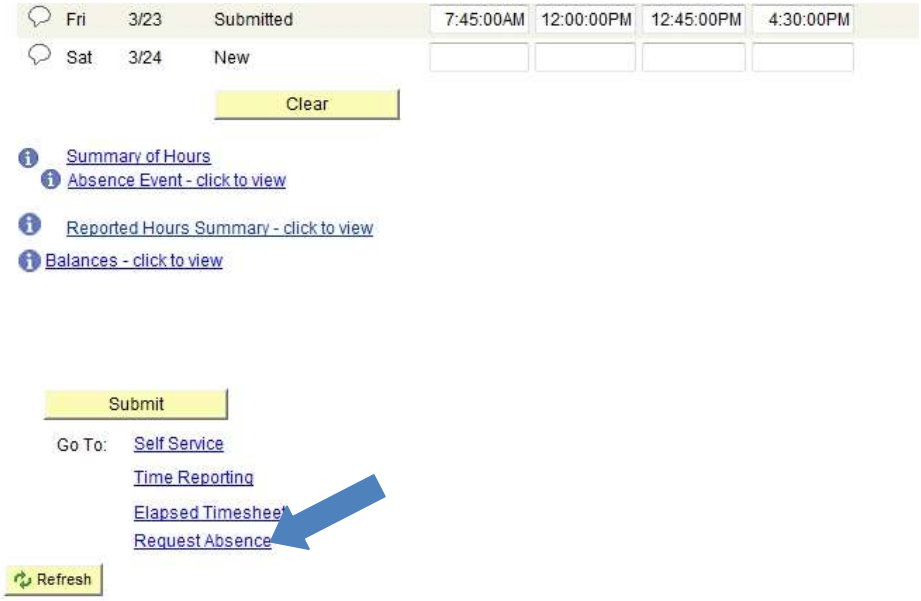


Be sure you are under ***Self Service***

OR

Scroll down below the *Submit* button on the timesheet

Click on *Request Absence*



Time Entry Methods for *Timesheet*

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

24 Hour Clock Entry:
- Military Time

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

What are Exceptions?

- Occur and can view on the timesheet after Time Administration runs
- Will only show for time, legal holiday, compensatory time entered on Timesheet
- Time is entered by employees. Time Administration processes nightly 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.
- Most common examples are listed below:

- **There are Three Types of Exceptions:**
  - **Low** – early or late IN punch; early or late OUT punch
    - assumes a pre-populated schedule exists in system; only applies to permanent and project employees
    - will push directly to payable time even if not allowed by supervisor
  - **Medium** – Worked over 40 hours in a week
    - Generated for exempt employees
    - Will push directly to payable time even if not allowed by supervisor but may require updates to timesheet if inaccurate
  - **High** – **needs to be corrected or allowed** on the timesheet and approved by the supervisor on Approve Payable Time in order for the employee to be paid for that time. Examples:
    - **Missed Punch**
      - An "Out" Punch does not follow an "In" punch
      - An "Out" Punch follows an "Out" punch
      - An "In" Punch follows an "In" punch
      - Missed punches must be fixed or the hours will not be paid
    - **Punch Hours Greater Than 12**
      - Punch may be accurate, supervisor must allow in order for hours to be paid
      - If punch inaccurate, must be fixed or hours will not be paid
    - **Reported Hours More Than Scheduled Hours**
      - occurs if worked more than pre-populated schedule indicates per day
      - May be accurate; must fix or allow in order for hours to be paid

Helpful Views for Employees

- **View Absence Balances –**
  - Provides year-to-date balances as of the last pay period for all leave types including Comp Time and Legal Holiday

My UW System Portal > TIME AND ABSENCE > Enter Absence > View Absence Balances
OR
My UW System Portal > TIME AND ABSENCE > Leave Balance tab OR Earnings Statement

- **View Absence Request History –**
  - Provides history of absence requests
  - Indicates whether absence was saved by employee or approved, denied or pushed back by supervisor

My UW System Portal > TIME AND ABSENCE > Enter Absence > View Absence Request History
OR
My UW System Portal > TIME AND ABSENCE > Absence tab

NOTE: *Absence Request History* will not show Comp Time or Legal Holiday (Floating Holiday) entries; Compensatory Time and Legal Holiday (Floating Holiday) are entered on the timesheet, not in *Request Absence*. Comp Time and Legal Holiday usage history can be viewed via the timesheets

- **Payable Time Summary –**
  After Time Administration has run, the Payable Time Summary is a nice screen to visit to see the employee's time split out by day and into different time reporting codes, overtime, and differentials. The screen will give you a weekly view split out day by day. It includes leave.

My UW System Portal > HRS Self Service Links >Timesheet >
Self Service > Time Reporting > View Time > Payable Time Summary

- **Payable Time Detail -**
  After Time Administration has run, Payable Time Detail helps you find out if your employee's time has been approved or if it still needs approval. It includes leave.

My UW System Portal > HRS Self Service Links >Timesheet >
Self Service > Time Reporting > View Time > Payable Time Detail

- **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.

Types of Time Reporters

- **Punch Positive** - Limited Term Employees; Student Employees
  Employees with no pre-populated schedule
- **Punch Exception** – Non-exempt permanent employees
  ex: Custodian, Trades, USA, ADA
- **Elapsed Exception** – Exempt permanent employees
  ex: IS Network Specialists, supervisors
- **Elapsed Schedule Only** – Employees that enter absence only; no timesheet
  ex: Faculty and Academic Staff

Open Lab Sessions: http://www.uwosh.edu/hr/hrs-self-service

For Step-by-Step Directions
Visit the Knowledge Base's (KB) online directions at: http://kb.wisc.edu/hrs

What Do You Want to Do?	KnowledgeBase Document Number
Entering an Absence Request	16688
Update a Pushed/Denied Back Absence Request	17796
Punch Positive Timesheet (LTE)	17200
Punch Exception Timesheet (non-exempt)	17198
Elapsed Exception Timesheet (exempt)	17189 / 17914
Night/Weekend Shift Differentials for Exempt	17088
Overtime for Exempt Employees	17156
Timesheet Shift Spanning Two Days (night shift)	17038
Entering Time with Multiple Jobs	17188 / 17050
Multiple Jobs Overtime and Comp Time Policy	17050
Entering Comp Time Accrual (earning)	16514
Entering Comp Time Usage (non-exempt)	16862
Entering Comp Time Usage (exempt)	16861
Legal Holiday Overview	15622
Worked on Legal Holiday	15618
Entering Floating Holiday (legal holiday)	17223
Time Reporting Codes Overview	16544

For "How To" Videos, Visit the UW Service Center Training Webpage:
https://uwservice.wisc.edu/administration/training.php