Academic Staff and Limited Employees Leave Reporting Quick Guide

Office of the Vice Chancellor for Research and Graduate Education
UNIVERSITY OF WISCONSIN–MADISON

Instructions on leave reporting:

Leave for full-time Academic Staff and Limited employees shall be charged in increments of 4 and 8 hours. Absences of less than 2 hours should not be reported. Absences of between 2 hours and 6 hours shall be charged as 4 hours. Absences of more than 6 hours shall be charged as 8 hours.

Percent	Time Used	Time Reported
Part Time	Any amount	Actual hours
Full Time	Less than 2 hrs	0 hours
Full Time	2-6 hours	4 hours
Full Time	> 6 hours	8 hours

How to record leave used:

1. Log onto the My UW Portal at https://my.wisc.edu
2. Select "Time and Absence"
3. Opens to the "Request Absence" page
4. Select "Absence Name"
   a. Absence Name: select appropriate leave type
      i. ALRA (UNC)
      ii. Personal holiday (UNC)
      iii. Sick leave (UNC)
      iv. Vacation (UNC)
      v. Legal holiday (UNC) **NOTE: No entry is required for legal holiday. It will automatically load via the system.**
5. In Request Absence, the following steps need to be completed in order to record leave taken:
   a. Reason: no entry required
   b. Hours per day: enter 4 or 8 based upon duration of absence. For individuals who are not full-time, enter actual hours used.
   c. Start date: select the date the absence occurred
   d. End date: select the same date as the start date
      NOTE: The start date and end date should be the same. Do not used a date range.
   e. Duration: do not make an entry. Field will auto populate.
   f. Comments: no entry required
6. Click on the "Submit" button at the upper right of the page

How to record no leave taken:

1. Log onto the My UW Portal at https://my.wisc.edu
2. Select "Time and Absence"
3. Opens to the "Request Absence" page
4. Select "Absence Name"
   a. Absence Name: select "No leave taken (UNC)"
5. In request absence the follow steps need to be completed in order to record no leave taken:
   a. Reason: no entry required
   b. Start date: recommended to use the first of the month, unless it is a legal holiday
   c. End date: select the same date as the start date
   d. Original start date: no entry required
   e. Duration: do not make an entry. Field will auto populate.
   f. Comments: no entry required
   g. Click on the "Submit" button at the upper right of the page.