Report Absence with Pay

Absence with Pay is available for Postdoctoral Fellows (PD003), Postdoctoral Trainees (PD004), and Research Associates (PD012). Follow the process below to report Absence with Pay (Medical) and Absence with Pay (personal).

Full time employees must request absences in half or full day increments (4 or 8 hours). Part time employees must request actual hours absent, in no less than quarter-hour increments.

**Report an Absence with Pay**

1. Navigate to your MyUW portal at [https://my.wisc.edu/](https://my.wisc.edu/)
2. Select the Time and Absence tile
3. Click Request Absence.
4. On the Request Absence tab, click **Select Absence Name** to select the absence from the dropdown.

5. Enter/Update information in the following fields: NOTE: Verify balance information at bottom of page prior to entering request.
   - Reason – leave as is, this field is not used
   - Hours Per Day – How many hours are being requested for each day of absence
   - Start Date – first day of the absence
   - End Date – last day of the absence (if requesting a one-day absence, this day will match the Start Date)
     NOTE: if entering a date range, do not include weekend days or cross multiple months
   - Duration – will automatically calculate
   - Comments – optional

6. Click **Submit**. Once submitted, no further changes can be made by the requestor.
7. Click **Yes**, to verify that the request should be submitted.
Review Available Absence Balances

1. Navigate to your MyUW portal at https://my.wisc.edu/
2. Select the Time and Absence tile

3. Click Absence Balances from the left sidebar

   a. **Posted Leave Balances** show balance totals as of the last completed payroll

   b. **Projected Balances** show all absences that have been entered, approved and run through overnight processing for the current and or future pay periods.

   **Note:** Information about what each column shows can be found by clicking on the blue i (information icon).
Cancel an Absence

1. Navigate to your MyUW portal at https://my.wisc.edu/
2. Select the Time and Absence tile

3. Click Cancel Absences from the left sidebar

4. Click on the absence you wish to cancel.
5. Optional: Enter comment
6. Click Cancel Absence.
7. Click Yes to verify the request.
**Edit an Absence**

1. Follow the steps to Cancel the Absence.  
   *Note:* An Absence must be canceled before it can be edited.

2. Click the View/Edit Request tab.

3. Click on the cancelled request.

4. Update the request.

5. Click Submit.

6. Click Yes to verify that the request should be submitted.