

# Academic Staff and Limited Employees Leave Reporting Quick Guide

## 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 employee self-service (ESS) page
4. Click on the **No Leave Taken Reporting** tab
5. Click the slider bar for the month No Leave Taken is being reported and it will change to Submitted  
**NOTE: If an absence has already been entered for a month, the month will show Submitted**