Non-Exempt Classified Employee Payroll – Absence and Time Entry

WHEN TO ENTER ABSENCES & TIME
- Ideally enter absences and time every day.
- All entries for the pay period must be inputted no later than 10am on the Monday after a pay period end to allow time for supervisor approval.
- The [Classified Payroll Schedule](#) can be found on the UWRF HRS Self Service website under ‘General Resources’

HOW TO LOGIN TO ENTER ABSENCES AND TIME
- From the UWRF homepage, follow [For Faculty and Staff > My UW System](#)
- Log in using your [Falcon Account](#)
- On your [My UW System](#) homepage, locate the ‘Time and Absence’ box

- Please be sure to notify your supervisor if you change any previously submitted absences or times, or when you work different than scheduled hours.

HOW TO ENTER ABSENCES
- Within the ‘Time and Absence’ box, click on ‘Enter Absence’ link
- After completing a second login, the ‘Request Absence’ page will appear. **This is to “REPORT” absences NOT “REQUEST” one. Please continue to use current departmental practices to request an absence.**
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- Enter in the *Start Date* (first day of absence) MM/DD/YYYY or select the date by clicking on the calendar icon, and select the type of absence from the *Absence Name* dropdown.
- Corresponding fields / options and your Current Balance should appear based on the ‘Absence Name’ selected.

- If taking a partial or one day, enter in the same date for the End Date and enter number of hours of leave in Hours per Day, or entry in the hours absent in Duration then click the “Calculate End Date or Duration” button.
- If taking all day for more than one day, enter in the End Date (last day of absence) or the Duration (total number of hours absent), then click the “Calculate End Date or Duration” button.
- Finally, click the Submit button found at the bottom of the page.

HOW TO ENTER TIME

- Within the ‘Time and Absence’ box, click on ‘Timesheet’
- If a timesheet does not automatically generate, select a period from the ‘View By’ drop box. Enter the date which you wish to enter time and click ‘Refresh’
- Time can be entered using 24 hour time or standard time
  - Ex. 24 Hour Time: 0745  1200(noon)  1630  0000(midnight)
  - Ex. Standard Time: 7:45AM  12:00PM  4:30PM  12:00AM
- One shift in one day
  - The ‘in’ punch needs to be in the far left column and the ‘out’ punch needs to be in the far right column. See below
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- Two shifts in one day
  - The first ‘in’ punch needs to be in the far left column. The first ‘out’ punch will go in the first ‘out’ column.
  - The second ‘in’ punch needs to be placed in the second ‘in’ column and the second ‘out’ punch needs to be in the far right column. See below.
- Once time is entered, scroll down the page and click the ‘Submit’ button.

- Verify total hours shown against total hours worked – check each day and total shown at top of page.

- Employees have until 10 AM Monday after a pay period end to change their timesheet.
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Verify Approval Status

- Time status can be viewed from My UW System Portal by clicking on the ‘Time Entry’ tab in the ‘Time and Absence’ box.

- Please be sure to notify your supervisor if you change any previously submitted times, or when you work different than scheduled hours.

- Logout and close browser – very important when using shared computers or computer labs

MORE ASSISTANCE

- ESS Absence Entry document https://kb.wisc.edu/hrs/page.php?id=16688
- Shifts Spanning Two Days/Overnight Shift KB document http://kb.wisc.edu/hrs/page.php?id=17038
- Punch Positive Timesheet Entry (Employee) https://kb.wisc.edu/hrs/page.php?id=17200
  (Gives explanation of all terminology/data fields on Timesheet)
- Absence Entry and Time Entry videos can be found here: https://uwservice.wisc.edu/hrs/training/ess.php
  (System will require you to login with your Falcon Account)

PAY STATEMENTS

- Earning statements can be found online at My UW System in the Payroll Information box. From the UWRF homepage, follow For Faculty and Staff > My UW System.
- Payment is received on the second Thursday following the end of a pay period.