Unclassified Employee Self-Service (ESS)

Entering Your Leave Through the My UW System Portal
Welcome to HRS

• What is HRS?
  – UW System's Human Resource System (HRS)
  – An integrated system for all human resources, benefits and payroll operations for UW System
  – TL/AM = Time & Labor / Absence Management
  – Full implementation of Employee & Manager Self-Service by April 2014 at UWM
If your primary appointment with UWM falls into one of these categories:

1. Faculty
2. Academic Staff (Instructional/Non-instructional)
3. Limited Appointee

You are considered Unclassified for employment categorization only.
• Each division/department will continue to use its current method of “requesting” an absence (Email to supervisor, verbal request, etc.). Please follow your current departmental procedures/requirements.

• HRS’ ‘Request Absence’ screens are to considered the same as “reporting absences” on your leave sheet. This leave should have supervisor approval prior to entry.
Access the My UW System portal at www.uwm.edu:

Click the My UW System link as indicated above...
• Select University of Wisconsin – Milwaukee from the organization list

• You will then be prompted to enter your PantherMail/ePantherID info to access the portal:
Reporting Absences

- To Enter Leave or No Leave Taken click on the Time and Absence widget.
• **Click on Enter Absence**
You will be prompted to enter your ePanther ID again. You will then be routed to the absence entry screen:

1. **Start Date** defaults to current date, change to correct date.
2. Select absence type from **Absence Name** dropdown.
NOTE: Please enter partial day absences one date at a time or you may be overcharged leave.

Current Leave Options:
- Vacation (UNC)
- Personal (Floating) Holiday (UNC)
- Sick Leave (UNC)
- Jury Duty (UNC)
- Legal Holiday (UNC) *(Automatically Loaded)*
- ALRA (UNC)
- No Leave Taken (UNC)
- Summer Leave Submitted (UNC)
Enter:

1. **End Date**
2. **Entry Type** (Hours Per Day)
3. Total Hours of Leave for the day in **Hours Per Day** *(you will be charged a full day if this field is not used)*
4. Click **Calculate** *(verify total hours claimed in Duration)*
5. Click **Submit**
Full Day Example

Enter:

1. Start Date
2. Select Absence Name
3. End Date
4. Part-time employees only: select Entry Type Hours Per Day and enter in hours used.
5. Click Calculate (verify total hours claimed in Duration)
6. Click Submit
Enter:
1. Start Date
2. Select Absence Name
3. End Date
4. Part-time employees only: select Entry Type Hours Per Day and enter in hours used per day.
5. Click Calculate (verify total hours claimed in Duration)
6. Click Submit

Please note: Weekend dates are counted based on dates used
No Leave Taken

Enter:
1. **Start Date** (first day of the pay period)
2. Select **Absence Name** (No Leave Taken)
3. **End Date** (same as Start Date)
4. **Original Start Date** – leave BLANK
5. Click **Submit**

**NOTE:** You must submit ‘No Leave Taken’ every month for which you do not use leave. *One must be submitted for months with only Legal Holiday(s) reported.*
Reviewing Your Absence Reports

To review your submitted absences, access the My UW System portal and review the posted Absence dates and totals under Time and Absence.

The status will display as Submitted until your Supervisor/Dean or Payroll Coordinator approve the hours. Once approved the status will change to Approved.
Reviewing Your Leave Balances

To review your current leave balances as of the latest payroll calculation, access the **My UW System** portal and review the posted Leave Balance totals under **Time and Absence**.
Need a correction or have a question about this process?

Seek assistance from your Supervisor/Dean or Department Payroll Coordinator.

Thank you from the Benefits office:

benefits@uwm.edu or 414-229-5353