EMPLOYEE SELF-SERVICE (ESS) INSTRUCTIONS

ONLINE LEAVE SYSTEM

**UNIVERSITY STAFF**

LOG IN:

1. Click on the Faculty/Staff tab on the UW-Whitewater Homepage.
2. Select “**My UW-System**” from the Quick Links in the center column.
3. Select “**UW-Whitewater**” and **Submit**.
4. Login with your Whitewater User ID and Password.
5. On the Portal Home page, click on the **Time and Absence** box.
6. Click on the words: “**Enter Absence**” and log in.

TO SUBMIT “**ABSENCE REQUESTS:”**

1. **Start Date** – enter the begin date of the absence.
2. **Absence Name** – click on the drop-down menu. Select the appropriate

 leave type: Sick Leave, Vacation, Personal Holiday, etc.

1. **End Date** – same as the Start Date **– do not enter a date range.**

 **Each day must be done as a separate entry.**

1. **Original Start Date** – leave this box blank.
2. **Hours per Day** – enter 4 or 8 hours for full-time employees. (Part-time employees enter

 actual hours used, to the nearest quarter-hour). Do not make an entry in the “**Duration**” field.

1. Click on **“Calculate End Date or Duration,”** and the “Duration” field will be filled in for you.
2. Click **“Submit”** on the bottom of the page.
3. Click **“OK”** on the “Submit” page, and again on the “Confirmation” page.
4. If you have more absences, click on **“Absence Request”** on the Menu bar at the top, and repeat.
5. When done, click on **“Sign Out.”**
6. **Exit** out of next screen
7. Click on your name on the top-right of the Portal page and select “**Sign Out.**”

TO EDIT AN EXISTING ENTRY THAT HAS BEEN “**PUSHED BACK**:”

1. Please follow the path below, to get back to your original request.

 **Main Menu > Self Service > Time Reporting > View Time > Absence Request History**

1. Find the entry that has been “**pushed back**.” Click on the “**Edit**” button to the right of the entry.
2. Fix the incorrect information.
3. Enter the number of hours in the “**Hours Per Day**” field. Do not make an entry in the “**Duration**” field.
4. Click the “**Calculate End Date or Duration**” button and the “Duration” field will be filled in for you.
5. Click **“Submit”** on the bottom of the page.

TO VIEW **ABSENCE BALANCES:**

 Click on the “**VIEW ABSENCE BALANCES”** link on the bottom of the “**Request Absence”** screen.

LEGAL HOLIDAYS:

 Legal holiday hours are automatically loaded and approved for full-time employees. Part-time employees must submit absence requests for each legal holiday to be paid for those days/hours.

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