

Monthly Leave Reporting

Leave reports must be submitted for every month, even if no leave was taken.

If no absences were taken during a given month, employees must enter No Leave Taken to document that no absences were used.

Review Missing Leave Reports

- Click the Time and Absence tile from the MyUW portal.
 - All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
- Select **Leave Reports**.
- View the list of missing reports (leave reports appear for the last fiscal year plus 6 months)
NOTE: if no reports are missing, this section will be blank.
- To remove a report from the list, enter absence(s) or submit No Leave Taken.
NOTE: Leave reports will continue to show as missing until the absence or no leave taken has been approved and overnight processing has run.

- Request Absence
- Leave Reports**
- Absence Balances
- View / Edit Requests
- Cancel Absences

Leave Reports

[Leave Report Notice](#) [Leave Reports Help](#)

Enter any missed leave via the **'Request Absence'** button on the left. Enter a 'No Leave Taken' absence for any month where no leave was taken. After submitting an absence or 'No Leave Taken', the Missing Leave Report below will continue to show the month(s) as missing a leave report until the next business day.

Leave Reports for Faculty, Academic Staff and Limited Appointees must be submitted for every month, **even if no leave was taken during the month**. Unsubmitted leave reports for the prior fiscal year will **reduce your current sick leave balance**. Direct questions to your supervisor or [human resources office](#).

Generic Monthly Leave Report
Generic Monthly Summer Leave Report

Missing Leave Report from July 2017 to November 2018

Emplid:00000000 ERNIE EMPLOYEE

Bus Unit	Dept ID	Employee Record	HR Status	Missing Reports
UW	Z010000	0	A	2018 - May
		Approver:00000000 ANNIE APPROVER		2018 - June
				2018 - July

Submit No Leave Taken

- On Request Absence, click **Absence Name** tab and select No Leave Taken.
- Enter/Update information in the following fields:
 - Start Date** – first day of the month
 - End Date** – same day as Start Date (this will fill in automatically)
 - Original State Date** – leave blank
 - Duration** – leave as default value (weekday will default 8, weekend will be blank)
 - Comments** - optional

The screenshot shows the 'Request Absence' form within the 'Employee Self Service' portal. The form is titled 'Request Absence' and includes a 'Submit' button in the top right corner. The form fields are as follows:

- *Absence Name: No Leave Taken (UNC)
- Reason: Select Absence Reason
- *Start Date: 11/01/2018
- End Date: 11/01/2018
- Original Start Date: (empty)
- Duration: 8 Hours
- Comments: (empty text area)

3. Click **Submit**.
4. Click **Yes**, to verify that the request should be submitted.
5. To sign out click the Actions menu (hamburger) in the upper right corner.