**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**

1. Click the Time and Absence tile from the MyUW portal.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Select Leave Reports.

3. 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.

4. 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.

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![Generic Monthly Leave Report](https://example.com/genericleave.png)

**Submit No Leave Taken**

1. On Request Absence, click **Absence Name** tab and select No Leave Taken.

2. 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
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.