HRS Employee Self-Service (ESS)

SVM

• Classified FLSA Exempt Employees
• Academic Hourly Employees

Revised January 01, 2016
## SVM Approval Timeline

### Time Entry Deadlines:
- Employees should enter and submit all time entries by **Noon on the Monday after the pay period ends**.
- Supervisors will review exceptions and approve all time by the end of the work day on the **Tuesday after the pay period ends**.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of pay period</td>
<td>Enter time and submit each day</td>
<td><strong>Week 1 of Pay Period</strong></td>
<td></td>
<td></td>
<td>Enter time and submit for whole week if not already completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>END of Pay Period</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Week 2 of Pay Period</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day of next pay period</td>
<td>LAST morning to enter time and submit for prior 2 weeks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 2016 Bi-Weekly Pay Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Run ID</th>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan A</td>
<td>2016BW01A</td>
<td>12/27/2015 - 01/09/2016</td>
<td>01/21/2016</td>
</tr>
<tr>
<td>Jan B</td>
<td>2016BW01B</td>
<td>01/10/2016 - 01/23/2016</td>
<td>02/04/2016</td>
</tr>
<tr>
<td>Feb A</td>
<td>2016BW02A</td>
<td>01/24/2016 - 02/06/2016</td>
<td>02/19/2016</td>
</tr>
<tr>
<td>Feb B</td>
<td>2016BW02B</td>
<td>02/07/2016 - 02/20/2016</td>
<td>03/03/2016</td>
</tr>
<tr>
<td>Mar A</td>
<td>2016BW03A</td>
<td>02/21/2016 - 03/05/2016</td>
<td>03/17/2016</td>
</tr>
<tr>
<td>Mar B</td>
<td>2016BW03B</td>
<td>03/06/2016 - 03/19/2016</td>
<td>03/31/2016</td>
</tr>
<tr>
<td>Apr A</td>
<td>2016BW04A</td>
<td>03/20/2016 - 04/02/2016</td>
<td>04/14/2016</td>
</tr>
<tr>
<td>Apr B</td>
<td>2016BW04B</td>
<td>04/03/2016 - 04/16/2016</td>
<td>04/29/2016</td>
</tr>
<tr>
<td>Apr C</td>
<td>2016BW04C</td>
<td>04/17/2016 - 04/30/2016</td>
<td>05/12/2016</td>
</tr>
<tr>
<td>May A</td>
<td>2016BW05A</td>
<td>05/01/2016 - 05/14/2016</td>
<td>05/28/2016</td>
</tr>
<tr>
<td>May B</td>
<td>2016BW05B</td>
<td>05/15/2016 - 05/28/2016</td>
<td>06/09/2016</td>
</tr>
<tr>
<td>Jun B</td>
<td>2016BW06B</td>
<td>06/12/2016 - 06/25/2016</td>
<td>07/07/2016</td>
</tr>
<tr>
<td>Jul A</td>
<td>2016BW07A</td>
<td>07/06/2016 - 07/19/2016</td>
<td>07/21/2016</td>
</tr>
<tr>
<td>Aug A</td>
<td>2016BW08A</td>
<td>07/24/2016 - 08/06/2016</td>
<td>08/18/2016</td>
</tr>
<tr>
<td>Aug B</td>
<td>2016BW08B</td>
<td>08/07/2016 - 08/20/2016</td>
<td>09/01/2016</td>
</tr>
<tr>
<td>Sep A</td>
<td>2016BW09A</td>
<td>09/08/2016 - 09/03/2016</td>
<td>09/15/2016</td>
</tr>
<tr>
<td>Dec B</td>
<td>2016BW12B</td>
<td>12/11/2016 - 12/24/2016</td>
<td>01/05/2017</td>
</tr>
<tr>
<td>Jan A</td>
<td>2017BW01A</td>
<td>12/25/2016 - 01/07/2017</td>
<td>01/19/2017</td>
</tr>
</tbody>
</table>

Payroll processing dates are subject to change. Changes will be communicated to institution payroll offices and posted on the UW Service Center website: [https://uwservice.wisconsin.edu/administration/payroll/](https://uwservice.wisconsin.edu/administration/payroll/)

Rev. 20150626
• **ABSENCES:** Pages 5 - 13
  - Viewing your Leave Balances
  - Entering an Absence

• **TIMESHEET ENTRIES:** Pages 14 - 19
  - View of Timesheet
  - Entering (and submitting) Time Worked
  - Reviewing Submitted Time

• **SUPPLEMENTAL INFORMATION:** Pages 20 - 32
  • *Different Scenarios*
    - Overtime: Paid vs. Comp Time Earned
    - On-Call Hours
    - Reporting Floating Holiday or Comp Time Usage
    - Legal Holidays
  • *Troubleshooting*
    - Modifying a Pushed Back Absence
  • *Viewing your Absence Request History*
ABSENCES

Note: This section does not apply to Academic Staff Hourly employees. Proceed to Page 15 for Timesheet Entry information.
The Absence Entry and Approval Process

**Employee**
- Log on to *My UW Portal*
- View Leave Balances
- Enter and Submit Request

**Supervisor Views Request**
- Approves
- Denies
- Pushes Back

**HRS**
- System sends Approved Absence to your timesheet
Log into the My UW Portal at https://my.wisc.edu using your Net ID and password.

Click on the **Work Record** tab.

Click on the **Time and Absence** link.
Viewing your Leave Balances

Next - click on the Leave Balance link.

NOTE: These balances are as of the last payroll.

NOTE: If you have NO absences to request; you may click on the TIMESHEET link above to record your time.
Entering an Absence

Click on **Enter Absence**
(You will be asked to enter your Net ID and password again.)

**NOTE:** You will fill out 1 Request for EACH day and EACH type of absence.

Enter **Absence Start Date**

Leave **Filter by Type** to “All”

Select **Absence Name** from drop-down menu. After selecting an Absence Name, more fields will appear for you to fill out. (See following page for commonly used Absence Names)

**Note:** Floating Legal Holiday used and Comp Time used are **not** reported on this screen. Those two types of leave require a timesheet entry process.
Here is the drop down menu for you to select your leave type. The circled leave is the most common that you will be using. Be **VERY** careful to select the correct Absence Name.

**REMINDER:**

You will fill out 1 Request for EACH day and EACH type of absence.
Entering an Absence

After filling out the required fields, you will Submit the request to your supervisor for approval.

**End Date:** Required field (Must be SAME as Start Date)

**Reason:** field is not used

**Entry Type:** Change to **Hours Per Day**

**Hours Per Day:** Enter number of leave hours used per day

**Click:** Calculate End Date or Duration (This will auto populate the Duration Hours field)

After filling out the required fields, you will Submit the request to your supervisor for approval.
Entering an Absence

1. Once you have submitted your absence, you will see a confirmation page. Click the OK button.

2. The Request Details page appears:

   - **NOTE**: Your supervisor will either Approve, Deny, or Push Back the absence.

---

**SCENARIOS**

#1. You have completed your absence and you now want to enter your hours worked:
   Click on the Timesheet link on the Menu and proceed to page 18.

#2. You have more absences to request:
   Click on the Absence Request link on the Menu.
Your absence request will appear on your timesheet as soon as you submit it.

In this example the supervisor has approved the vacation request and it displays “Approved”. Absences not yet approved by the supervisor will appear on the timesheet as “Needs Approval”.

Timesheet with Absences
TIMESHEET ENTRIES
Entering Time Worked

To access your timesheet, log into the My UW Portal at https://my.wisc.edu using your Net ID and password.

Go to the **Work Record** tab.

Click on **Time and Absence**.

[Image of the My UW Portal page showing the Work Record tab and the Time and Absence hyperlink.]
NOTE: After clicking on the Timesheet link, a second Log On may be necessary using your Net ID and Password.
Types of Timesheets

**Elapsed Exception**

This is the timesheet that Classified Permanent (FLSA exempt) employees will use. Employees who use this timesheet enter *total* hours worked each day.
Entering and Submitting Time Worked

Enter the total hours worked each day.

Timesheet will default to current pay period

Enter the total hours worked each day.

After you click the SUBMIT button, the Reported Hours will change from zero to number of hours submitted. Your supervisor is not able to approve your submitted hours immediately. The hours must run through a Time Administration process first.
Reviewing Submitted Time

The “Needs Approval” status will change to “Approved” when your supervisor approves your hours and the hours run through the Time Admin process.

When the final payroll process has run for the pay period, the status will change to “Taken by Payroll”.

To view your submitted hours, click on the Time Entry link.
SUPPLEMENTAL INFORMATION
**Supplemental Info**

- **Different Scenarios:**
  - Overtime: Paid vs. Comp Time Earned
  - On-Call Hours
  - Reporting Floating Holiday or Comp Time Usage
  - Legal Holidays

- **Troubleshooting:**
  - Modifying a Pushed Back Absence

- **Viewing your Absence Request History**
To report Comp Time Earned or Overtime Paid, a row must be added to the timesheet.

1. Click on the + button (far right) to add a row.

2. Click on the **Time Reporting Code** drop down menu. Select **ECT10** for Comp Time Earned or **EOT10** for Overtime Paid. Please be VERY careful to select the correct code. Enter the number of hours earned in this row in the box under the correct date.

---

### Timesheet

**Employee ID:** [Redacted]

**Employee Record Number:** 0

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>53.00</td>
</tr>
</tbody>
</table>

**Time Reporting Code**

1. **ECT10 - Exempt Comp Time**

---

**Submit your changes!**
To report **On-Call** hours, a row must be added to the timesheet.

1. Click on the + button (far right) to add a row.

2. Click on the **Time Reporting Code** drop down menu. Select **SD225** for On-Call earnings code. Please be VERY careful to select the correct code. Enter the number of hours taken in this SD225 row in the box under the correct date.

Submit your changes!
Reporting Floating Holiday or Comp Time usage

Select the Time Reporting Code of FLHOL (floating holiday use) or CTUSE (for Comp Time taken). Enter the number of hours taken in this row in the box under the correct date.

To report **Comp Time Taken** or use of **Floating Holiday** hours, a row must be added to the timesheet. Click on the + button to add a row.

Submit your changes!
**Legal Holidays are auto generated for each State paid legal holiday by HRS**

**EXAMPLE:**
Monday, September 2 was Labor Day. It appears the employee did not work AND no leave was used that day.

HRS has given you the legal holiday based on your percentage of appointment (this employee is full-time so 8 hours of legal holiday were used).

To verify how many hours HRS is giving for a holiday, click on the **Summary of Hours** link at the bottom of the timesheet.
8 hours of Legal Holiday are being given to this employee.

Note: Summary of Hours is updated when Time Admin process runs NOT when you just submit your time.
Modifying a Pushed Back Absence

To modify an absence that was Pushed Back by your supervisor, go to the **Work Record** tab, **Time and Absence** link.

Click on the **Enter Absence** link.

![Timesheet](image-url)
Modifying a Pushed Back Absence

1. Click on View Absence Request History

If an absence has been pushed back, the Edit button will be modifiable. 2. Click on the Edit button for the appropriate absence, make necessary changes, and re-submit the absence.

Submit your changes!
Your Absence Request History can be viewed by going to the Work Record tab and clicking on the Time and Absence link.

The Absence tab shows your absence history.

To view your absence history for a specified time range, click on the Enter Absence link.

### Absence History Table

- **Name**: Vacation (CLS), Vacation (CLS), Vacation (CLS), Personal Holiday (CLS), Personal Holiday (CLS), Personal Holiday (CLS), Personal Holiday (CLS), Personal Holiday (CLS), Personal Holiday (CLS), Personal Holiday (CLS), Personal Holiday (CLS)
- **Status**: Approved
- **Total**: 7.25, 7.25, 6, 1, 2.75, 2.25, 2.25, 1.25, 2, 0.5
Viewing your Absence Request History

**Request Absence**

- Click on **View Absence Request History**

**Absence Detail**

- **Start Date:** 08/17/2012
- **Filter by Type:** All
- **Absence Name:** Select Absence Name

**Comments**

- **Requestor Comments:**

**Go To:**

- View Absence Request History
- View Absence Balances

Change the dates to the time span you would like to view. Click Refresh.

The first ten absences show. Click **View All** to see all absences in the date range selected.
Reminder

- After using My UW System Portal, you must be sure that you **Sign Out** using the link in the upper right and you must close the browser if you are using a public computer to ensure that your personal data is kept private.
Questions?

Please contact SVM’s ESS Coordinator, Susan Bethke
Room 2153A or 890-4533
susan.bethke@wisc.edu