

SSEC Academic Staff Monthly Timesheets & Leave Reporting Process  
Effective April 1, 2019

Monthly entry is required, regardless if leave time is taken. All leave time OR “No Leave Taken” entries must be entered in MyUW by the 3<sup>rd</sup> day of the month following the month in which the leave is taken (ie. April leave must be entered by May 3<sup>rd</sup>). Log into the My UW Portal at <https://my.wisc.edu> -> Time and Absence -> Opens to the “Request Absence” page.

- a. How to record leave used:
    - i. Select “Absence Name” (ALRA, Personal Holiday, Sick leave, Vacation) \*\*Legal holiday will automatically load via the payroll system, no entry is required.
    - ii. Complete the following fields: hours per day (4 or 8; less than full time employees should enter exact time off), start/end date (NO date range allowed)
    - iii. No entry needed in: reason, duration, comments
    - iv. Click on the “Submit” button at the upper right of the page
  - b. How to record no leave taken:
    - i. Select “Absence Name” -> “No leave taken”
    - ii. Complete the following fields: start/end date – recommended to use the first Saturday of the month
    - iii. No entry needed in: reason, original start date, duration, comments
    - iv. Click on the “Submit” button at the upper right of the page
2. Log in and complete your SSEC Timesheet at <https://admin.ssec.wisc.edu/> -> Current Timesheet
- a. Current timesheet will default to current month. If you need to navigate to the previous month, select “Previous Month”.
  - b. Enter the leave amounts taken in total for the month – it must match what was entered in the UW Time and Absence Portal.
  - c. Select the projects that you worked on and distribute your remaining hours available according to how you expended effort during the month.
  - d. Select “Submit and Print Timesheet”
  - e. Print the resulting display, sign, and put it in the Timesheet tray in 348.