Review Leave Reports

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

Missing leave reports can be found on the Leave Reports tab.

Reviewing Missing Leave Reports

1. Sign in to my.wisconsin.edu.

2. Click the **Time and Absence** tile.

3. Select **Leave Reports** tab.

4. 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.

5. To remove a report from the list, enter absence(s) or submit No Leave Taken, from the Request Absence tab.
   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**				
Leave Reports	Leave Report Notice Leave Reports Help				
Absence Balances	**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.				
View / Edit Requests	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.				
Cancel Absences					

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
	Appover:00000000 ANNIE APPROVER			2018 - June
				2018 - July