***\*\*\*Sample\*\*\*Draft\*\*\****

To: XXX Exempt/Non-Exempt University Staff

XXX will start to use the Employee Self-Service (ESS) feature to report hours worked and leave time taken. You will now be entering this information through MyUW Portal (my.wisc.edu), and you will no longer need to complete the physical biweekly timesheet.

Starting with the XXX/2020 pay period (Sunday, XX/XX/20), hours worked and leave time taken should be entered through MyUW Portal. Each pay period, you will need to enter your hours worked and leave time taken **no later than 9:00 a.m. on the last Friday of the pay period** (i.e. hours worked and leave time taken for XX/XX/20 through XX/XX/20 should be entered no later than 9:00 a.m. on Friday XX/XX/20). Please visit <https://kb.wisc.edu/ls/28502> for job aids and tip sheets on how to submit your hours worked and leave time taken.

**It is important to note that this is not a process for requesting time off**. **You should continue to follow your current procedures for requesting time off through your supervisor**.

If you have questions on this process, please contact:

XXX, [XXX@wisc.edu](mailto:XXX@wisc.edu), 608-XXX-XXXX

If you would like step-by-step assistance on reporting your hours worked and leave time taken, XXX will be available during the timeslots below:

XXXday, XX/XX/20, from XXX:00 p.m. to XXX:00 p.m.

XXXday, XX/XX/20, from XXX:00 p.m. to XXX:00 p.m.

Please email XXX if you would like assistance, and XXX will respond with the date and time in which XXX will connect with you to assist.

Thank you,

XXX