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

To: XXX Exempt/Non-Exempt University Staff’s Supervisors

XXX will start to use the Employee Self-Service (ESS) feature for University Staff to report their hours worked and leave time taken. The employees who you supervise will now be entering this information though MyUW Portal (my.wisc.edu) and 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 by the employees through MyUW Portal (my.wisc.edu). Each pay period, the employees will need to enter their 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).

As a supervisor, you will now be approving hours worked and leave time taken through MyUW Portal. Please approve hours worked and leave time taken **no later than 2:00 p.m. on the Tuesday following the end of a pay period** (i.e. hours worked and leave time taken for XX/XX/20 through XX/XX/20 should be approved no later than 2:00 p.m. on Tuesday, XX/XX/20). An email will be sent to you each pay period to remind you of these deadlines. Please visit <https://kb.wisc.edu/ls/28502> for job aids and tip sheets on how to approve the employees’ 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 staff to request time off**.

If you have questions on this process, please contact:

XXX, XXX@wisc.edu, 608-XXX-XXXX

If you would like step-by-step assistance on approving the employees’ 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