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

To: XXX Academic and Limited Staff and Faculty

XXX will start to use the Employee Self-Service (ESS) feature to report 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 leave report.

Starting XXX pay period (XX/XX/20 for A-Basis, XX/XX/20 for C-Basis), leave time taken should be entered through MyUW Portal. Each month, you will need to enter your prior month’s leave time taken **no later than the 5th day of the month** (i.e. leave time taken for XXX 2020 should be entered no later than XX/05/20). Please note that you do not have to wait until the end of the month to enter leave time taken; you may enter it as you take it throughout the month. Please visit <https://kb.wisc.edu/ls/28502> for job aids and tip sheets on how to submit your 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 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