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

To: XXX Academic and Limited Staff’s Supervisors and Department Chair

XXX will start to use the Employee Self-Service (ESS) feature for Academic and Limited Staff to report their leave time taken. The employees who you supervise will now be entering this information through MyUW Portal (my.wisc.edu) and 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 by the employees through MyUW Portal. Each month, the employees will need to enter their 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 they do not have to wait until the end of the month to enter leave time taken; they may enter it as they take it throughout the month.

As a supervisor, you will now be approving leave time taken through MyUW Portal. Please approve leave time taken **no later than the 10th day of the month**. An email will be sent to you each month 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’ 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’ 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