



Absence Request Entry

Important:

- Discuss any absences with your supervisor prior to entering an absence event.
- Requests and approvals take place outside of the STAR system.
- If you want to use comp time that you have earned, you can enter it only as a time reporting code, not as an absence. Refer to your time entry job aid for more information on how to enter time reporting codes.
- Absences can only be edited during the current week or 30 days prior to the current date.

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Single Day Absence Request

1. Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
2. Log in to STAR using your IAM account.
3. Click **Absence Request** on your STAR dashboard.

The screenshot shows a dashboard with several sections:

- Wisconsin Time and Absences:** Includes 'Timesheet' and 'Absence Request' (highlighted with a red arrow).
- Employee Leave Summary:** A table showing absence balances.

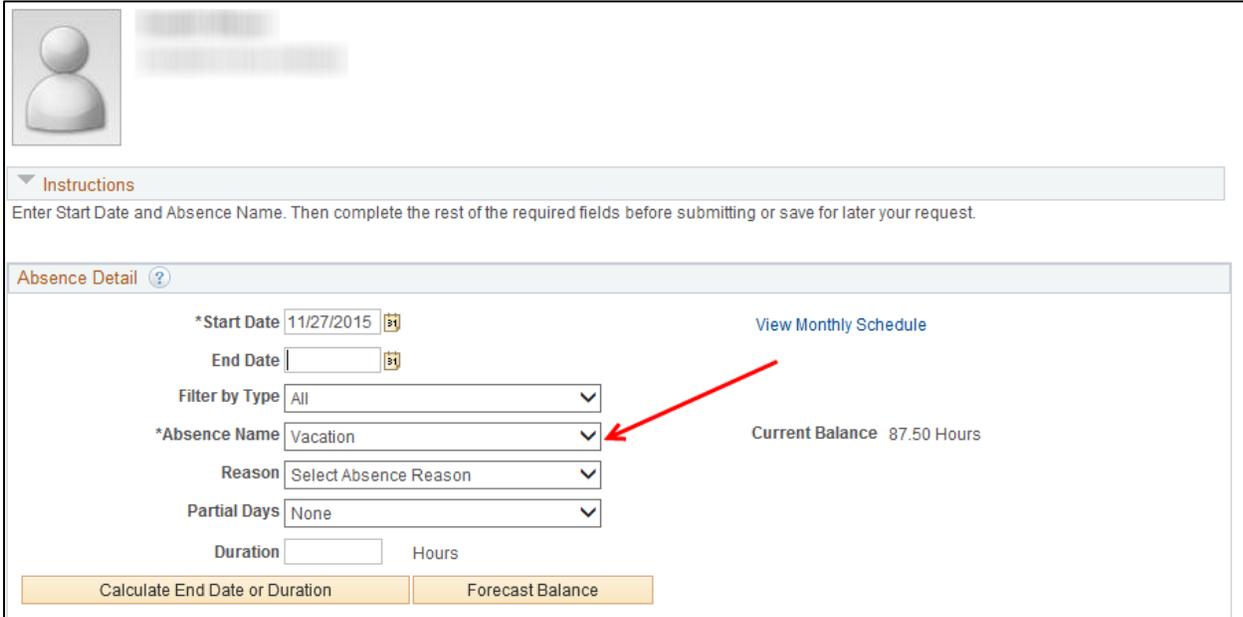
Absence	Duration
Legal Holiday Balance	40.00 Hours
Personal Holiday Balance	4.00 Hours
Sick Balance	1770.75 Hours
Vacation Balance	87.50 Hours
Sabbatical Leave Balance	112.00 Hours
- Wisconsin Employee Info:** Personal Information Summary.
- Wisconsin Benefits:** Benefits Summary.
- Announcements:** No Current Announcements.
- Company Directory:** Search by Name, Job Title, Department, or Email.

4. Click the **Calendar** icon next to the **Start Date** field to select your requested day off.

The 'Request Absence' form includes the following fields and options:

- Instructions:** Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.
- Absence Detail:**
 - *Start Date: 11/27/2015 (with a calendar icon highlighted by a red arrow)
 - Filter by Type: All
 - *Absence Name: Select Absence Name
 - View Monthly Schedule (link)
- Comments:** Requestor Comments (text area)
- Go To:** View Absence Request History, View Absence Balances

5. Click the **Absence Name** drop-down box to select an absence type. The screenshot below shows a vacation request.



Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date: 11/27/2015  [View Monthly Schedule](#)

End Date: 

Filter by Type: All

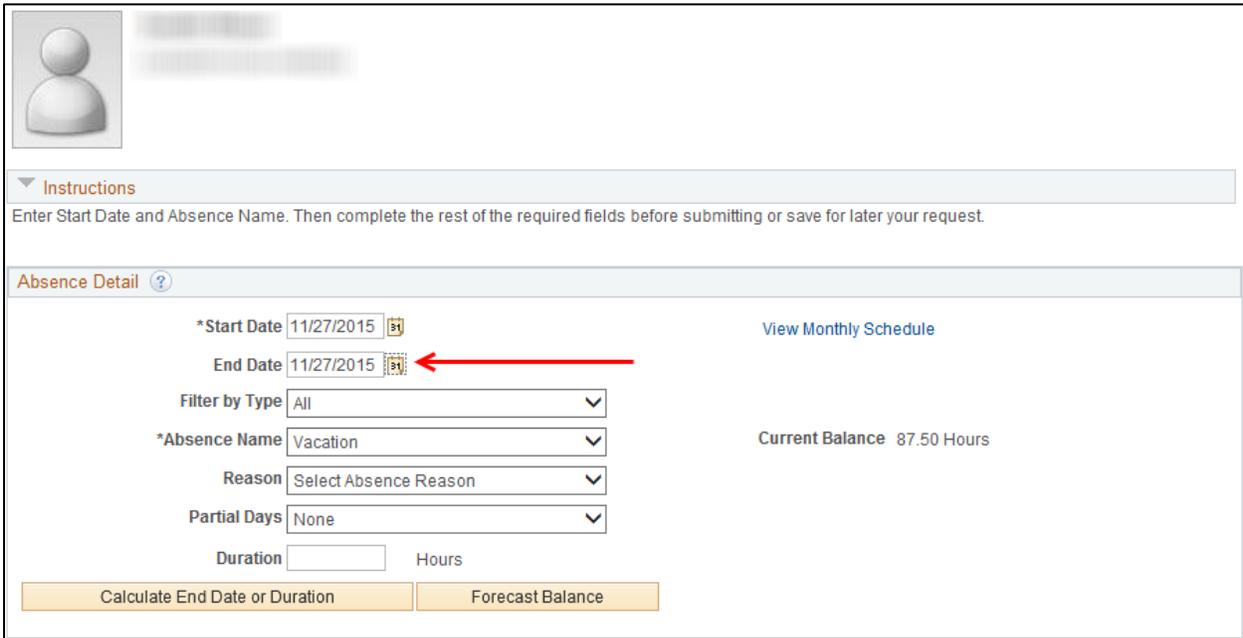
*Absence Name: **Vacation**  Current Balance 87.50 Hours

Reason: Select Absence Reason

Partial Days: None

Duration: Hours

6. Enter the end date by clicking on the **Calendar** icon and selecting a day.



Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date: 11/27/2015  [View Monthly Schedule](#)

End Date: 11/27/2015 

Filter by Type: All

*Absence Name: Vacation  Current Balance 87.50 Hours

Reason: Select Absence Reason

Partial Days: None

Duration: Hours

7. Select a reason for your absence by clicking the **Reason** drop-down box.

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date: 11/27/2015 [View Monthly Schedule](#)

End Date: 11/27/2015

Filter by Type: All

*Absence Name: Vacation Current Balance: 87.50 Hours

Reason: Vacation ←

Partial Days: None

Duration: Hours

8. Click the **Partial Days** drop-down box. Select **All Days** in the drop-down list.

Absence Detail ?

*Start Date: 11/27/2015 [View Monthly Schedule](#)

End Date:

Filter by Type: All

*Absence Name: Vacation Current Balance: 87.50 Hours

Reason: Vacation

Partial Days: All Days ←

All Days Hours:

Duration: Hours

9. In the **All Days Hours** field, enter the total number of hours you are requesting off for the day.

Absence Detail ?

*Start Date: 11/27/2015 [View Monthly Schedule](#)

End Date: 11/27/2015

Filter by Type: All

*Absence Name: Vacation Current Balance: 87.50 Hours

Reason: Vacation

Partial Days: All Days

All Days Hours: 8 ←

Duration: Hours

- For example, enter “8” in the **All Days Hours** field if you are requesting off for an 8-hour shift.

- Enter leave in hundredths of an hour.
 - 2 hours 15 minutes = 2.25
 - 4 hours 30 minutes = 4.5

10. Click **Calculate End Date or Duration**. This will calculate how many hours you are requesting off. If you are requesting 2 days off and work 8-hour shifts, you will see 16 hours in the **Duration** field.

The screenshot shows the 'Absence Detail' form with the following fields and values:

- *Start Date: 11/27/2015
- End Date: 11/27/2015
- Filter by Type: All
- *Absence Name: Vacation
- Reason: Vacation
- Partial Days: All Days
- All Days Hours: 8.00
- Duration: 8.00 Hours
- Current Balance: 87.50 Hours

The 'Calculate End Date or Duration' button is highlighted with a red box, and a red arrow points from it to the 'Duration' field.

11. Click **Forecast Balance** to verify you have the proper balance to request the total numbers of hours off. You will see the screenshot below if you have enough balance to submit your absence request.

The screenshot shows the 'Absence Detail' form with the following fields and values:

- *Start Date: 11/27/2015
- End Date: 11/27/2015
- Filter by Type: All
- *Absence Name: Vacation
- Reason: Vacation
- Partial Days: All Days
- All Days Hours: 8.00
- Duration: 8.00 Hours
- Current Balance: 87.50 Hours

A success message box is displayed with the following text:

Your request has been successfully validated! You may submit
 Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.
 Date Time: November 27, 2015 at 09:37

The 'Forecast Balance' button is highlighted with a red box, and a red arrow points from it to the success message box.

12. Scroll to the bottom of the page and click **Submit** to submit your absence request.

Filter by Type	All	Current Balance	87.50 Hours
*Absence Name	Vacation		
Reason	Vacation		
Partial Days	All Days		
All Days Hours	8.00		
Duration	8.00	Hours	
<p>Your request has been successfully validated! You may submit</p> <p>Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.</p>			
Date Time: November 27, 2015 at 09:37			
Calculate End Date or Duration		Forecast Balance	
		View Forecast Details	
Comments			
Requestor Comments <input type="text"/>			
Go To	View Absence Request History	View Absence Balances	
Submit		Save for Later	

13. Click **Yes** to submit the absence request.

Request Absence	
Submit Confirmation	
<input checked="" type="checkbox"/>	Are you sure you want to Submit this Absence Request?
<input type="button" value="Yes"/>	<input type="button" value="No"/>

14. Refer to "[How to Verify an Absence Request](#)" to ensure your absence request is eligible.

Multiple Days Absence Request

- Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
- Log in to STAR using your IAM account.
- Click **Absence Request** on your STAR dashboard.

The screenshot shows a dashboard with several sections:

- Wisconsin Time and Absences:** Contains links for 'Timesheet' and 'Absence Request' (highlighted with a red arrow).
- Employee Leave Summary:** A table showing absence balances.
- Wisconsin Employee Info:** Contains 'Personal Information Summary'.
- Wisconsin Benefits:** Contains 'Benefits Summary'.
- Announcements:** Shows 'No Current Announcements'.
- Company Directory:** Includes a search bar for Name, Job Title, Department, or Email.

Absence	Duration
Legal Holiday Balance	40.00 Hours
Personal Holiday Balance	4.00 Hours
Sick Balance	1770.75 Hours
Vacation Balance	87.50 Hours
Sabbatical Leave Balance	112.00 Hours

4. Click the **Calendar** icon next to the **Start Date** field to select the first day of your absence.

The 'Request Absence' form includes the following fields and options:

- Instructions:** Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.
- Absence Detail:**
 - * Start Date: 11/23/2015 (with a calendar icon highlighted by a red arrow)
 - Filter by Type: All
 - * Absence Name: Select Absence Name
- Comments:** Requestor Comments (text area)
- Go To:** View Absence Request History, View Absence Balances

5. Click the **Absence Name** drop-down box to select an absence type. The screenshot below shows a vacation request.

The screenshot shows the 'Absence Detail' section of the Absence Request Entry form. It includes the following fields and options:

- *Start Date:** 11/23/2015 (with a calendar icon)
- End Date:** (empty field with a calendar icon)
- Filter by Type:** All (dropdown menu)
- *Absence Name:** Vacation (dropdown menu, highlighted with a red arrow)
- Reason:** Select Absence Reason (dropdown menu)
- Partial Days:** None (dropdown menu)
- Duration:** (empty field) Hours
- Buttons:** Calculate End Date or Duration, Forecast Balance
- Text:** View Monthly Schedule, Current Balance 87.50 Hours

6. Enter the end date by clicking on the **Calendar** icon and selecting a day.

The screenshot shows the 'Absence Detail' section of the Absence Request Entry form after the end date has been entered. The 'End Date' field is now populated with '11/25/2015' and is highlighted with a red arrow.

- *Start Date:** 11/23/2015 (with a calendar icon)
- End Date:** 11/25/2015 (with a calendar icon, highlighted with a red arrow)
- Filter by Type:** All (dropdown menu)
- *Absence Name:** Vacation (dropdown menu)
- Reason:** Select Absence Reason (dropdown menu)
- Partial Days:** None (dropdown menu)
- Duration:** (empty field) Hours
- Buttons:** Calculate End Date or Duration, Forecast Balance
- Text:** View Monthly Schedule, Current Balance 87.50 Hours

7. Select a reason for your absence by clicking the **Reason** drop-down box.

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date: 11/23/2015

End Date: 11/25/2015

Filter by Type: All

*Absence Name: Vacation

Reason: **Vacation**

Partial Days: None

Duration: Hours

View Monthly Schedule [View Monthly Schedule](#)

Current Balance 87.50 Hours

Calculate End Date or Duration Forecast Balance

8. Click the **Partial Days** drop-down box. Select **All Days** in the drop-down list.

Absence Detail ?

*Start Date: 11/23/2015

End Date: 11/25/2015

Filter by Type: All

*Absence Name: Vacation

Reason: Vacation

Partial Days: **All Days**

All Days Hours:

Duration: Hours

View Monthly Schedule [View Monthly Schedule](#)

Current Balance 87.50 Hours

Calculate End Date or Duration Forecast Balance

9. In the **All Days Hours** field, enter the total number of hours you are requesting off per day.

Absence Detail ?

*Start Date: 11/23/2015

End Date: 11/25/2015

Filter by Type: All

*Absence Name: Vacation

Reason: Vacation

Partial Days: All Days

All Days Hours:

Duration: Hours

View Monthly Schedule [View Monthly Schedule](#)

Current Balance 87.50 Hours

Calculate End Date or Duration Forecast Balance

10. Click **Calculate End Date or Duration**. This will calculate how many hours you are requesting off. If you are requesting 3 days off and work 8-hour shifts, you will see 24 hours in the **Duration** field.

Absence Detail ?

*Start Date: 11/23/2015

End Date: 11/25/2015

Filter by Type: All

*Absence Name: Vacation

Reason: Vacation

Partial Days: All Days

All Days Hours: 8.00

Duration: 24.00 Hours

View Monthly Schedule

Current Balance: 87.50 Hours

Calculate End Date or Duration (highlighted in red)

Forecast Balance

11. Click **Forecast Balance** to verify you have the proper balance to request the total numbers of hours off. You will see the screenshot below if you have enough balance to submit your absence request.

Absence Detail ?

*Start Date: 11/23/2015

End Date: 11/25/2015

Filter by Type: All

*Absence Name: Vacation

Reason: Vacation

Partial Days: All Days

All Days Hours: 8.00

Duration: 24.00 Hours

View Monthly Schedule

Current Balance: 87.50 Hours

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: November 27, 2015 at 09:37

Calculate End Date or Duration

Forecast Balance

View Forecast Details

12. Scroll to the bottom of the page and click **Submit** to submit your absence request.

*Start Date: 11/23/2015  [View Monthly Schedule](#)

End Date: 11/25/2015 

Filter by Type: All 

*Absence Name: Vacation 

Reason: Vacation 

Partial Days: All Days 

All Days Hours: 8.00

Duration: 24.00 Hours

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: November 27, 2015 at 09:37

Calculate End Date or Duration [View Forecast Details](#)

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

13. Click **Yes** to submit your absence request.

Request Absence

Submit Confirmation

Are you sure you want to Submit this Absence Request?

14. Refer to "[How to Verify an Absence Request](#)" to ensure your absence request is eligible.

How to Enter an Absence From Your Timesheet

You can enter absences from your timesheet only for the week you have access to. Refer to sections "Single Day Absence Request" or "Multiple Days Absence Request" to enter future leave or multiple days that overlap weeks.

- Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
- Log in to STAR using your IAM account.
- Click **Timesheet** on your STAR dashboard.

Wisconsin Time and Absences

Timesheet ←
Report your time and task details for a day, week, or time period.

Absence Request
Navigate to the Time start page.

Employee Leave Summary

Absence Balances

Absence	Duration
Legal Holiday Balance	40.00 Hours
Personal Holiday Balance	4.00 Hours
Sick Balance	1770.75 Hours
Vacation Balance	87.50 Hours
Sabbatical Leave Balance	112.00 Hours

[Details](#)

4. Click the **Absence** tab at the bottom of the timesheet.

From 11/09/2015 to 11/15/2015

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule	Element 1	Date
	Mon	11/9	New										11/9
	Tue	11/10	New										11/10
	Wed	11/11	New										11/11
	Thu	11/12	New										11/12
	Fri	11/13	New										11/13
	Sat	11/14	New										11/14
	Sun	11/15	New										11/15

Submit Clear

Summary **Absence** Exceptions Payable Time

Absence Events

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

5. Click **Add Absence Event**.

The screenshot shows the 'Absence Events' section of a web application. At the top, there are tabs for 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. Below the tabs is a table with columns: 'Select', '*Start Date', 'End Date', 'Absence Name', 'Reason', 'Unit Type', 'Details', 'Status', and 'Approval Monitor'. A red circle highlights the 'Add Absence Event' button located below the table.

6. Enter the day of the absence. If it is a single day absence, your start date and end date will be the same day.

This screenshot shows the 'Absence Events' table with the 'Start Date' and 'End Date' fields for the first row circled in red. The start date is '11/09/2015' and the end date is '11/09/2015'. The 'Absence Name' dropdown is set to 'Select Absence Name'.

7. Click the **Absence Name** drop-down box and select a name that describes your absence.

This screenshot shows the 'Absence Name' dropdown menu for the first row circled in red. The menu is open, showing a list of options including 'Select Absence Name'.

You will see the following options when you click the drop-down box.

This screenshot shows the dropdown menu options for the 'Absence Name' field circled in red. The options include: 'Leave without Pay/Leave', 'Legal Holiday', 'Military Accrual Leave', 'Military Leave +30 Days', 'Military Leave Paid', 'Military Unpaid Leave', 'Personal Holiday', 'Sabbatical Election', 'Sabbatical Used', 'Select Absence Name', 'Sick Leave', 'Vacation', and 'Workers Comp Leave Without Pay'.

8. Click the **Reason** drop-down box and select a reason that describes your absence.

This screenshot shows the 'Reason' dropdown menu for the first row circled in red. The menu is open, showing a list of options including 'Select Absence Reason'.

You will see the following options when you click the drop-down box.

The screenshot shows a table with columns: select, *Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, and Source. A dropdown menu for 'Reason' is open, listing: Sick - Death in Family, Sick - Employee Illness, Sick - Exposure Contag Disease, Sick - Family Illness, and Sick - Medical/Dental Appt. The 'Sick - Employee Illness' option is highlighted.

9. Click the **Details** link.

The screenshot shows the same table as above, but the 'Details' link in the 'Details' column is circled in red.

10. In the **Absence Event Details** window, click the **Partial Days** drop-down box. Select **All Days**.

The screenshot shows the 'Absence Event Details' window for user Laquisha Arvola. The 'Absence Detail' section includes fields for *Start Date (11/09/2015), End Date (11/09/2015), Filter by Type (All), *Absence Name (Sick Leave), Reason (Sick - Employee Illness), and Partial Days (All Days). The 'All Days' option in the Partial Days dropdown is highlighted with a red box. There are also fields for All Days Hours, Duration, and a 'Calculate End Date or Duration' button.

11. Enter the requested number of hours off in the **All Days Hours** field. Then, click the **Calculate End Date or Duration** button.

- Enter 8 in the **All Days Hours** field if you work 8-hour shifts.
- Enter 10 in the **All Days Hours** field if you work 10-hour shifts.
- If you are taking 3 hours off for a doctor’s appointment, enter 3 in the **All Days Hours** field.
- Enter leave in hundredths of an hour.
 - 2 hours 15 minutes = 2.25
 - 4 hours 30 minutes = 4.5

12. After you verify your request’s duration total, click **OK**.

13. Click **Forecast** to verify you have the proper balance to request the total numbers of hours off.

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
<input type="checkbox"/>	11/09/2015	11/09/2015	Sick Leave	Sick - Employee Illness	8.00	Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit	Delete

14. You will see the screenshot below if you have enough balance to submit your absence request. At this time your request has been saved, but not submitted.

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: November 09, 2015 at 16:03

Absence Events ?

Absence Take | Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
11/09/2015	11/09/2015	Vacation	Vacation	8.0	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast

15. Click **Submit** to submit your absence request and timesheet.

Submit | Clear

Summary | Leave / Compensatory Time | **Absence** | Exceptions | Payable Time

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: November 09, 2015 at 16:03

Absence Events ?

Absence Take | Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
11/09/2015	11/09/2015	Vacation	Vacation	8.00	Hours	Details	Saved

16. Refer to "[How to Verify an Absence Request](#)" to ensure your absence request is eligible.

How to Verify an Absence Request

- Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
- Log in to STAR using your IAM account.
- Click **Timesheet** on your STAR dashboard.

[Favorites](#) | [Main Menu](#)



Wisconsin Time and Absences

[Timesheet](#) ← Report your time and task details for a day, week, or time period.

[Absence Request](#) Navigate to the Time start page.

Employee Leave Summary

Absence Balances

Absence	Duration
Legal Holiday Balance	40.00 Hours
Personal Holiday Balance	4.00 Hours
Sick Balance	1770.75 Hours
Vacation Balance	87.50 Hours
Sabbatical Leave Balance	112.00 Hours

[Details](#)

4. Verify the **Reported Status** for the absence is in an **Approved** status.

From 01/17/2016 to 01/23/2016

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgr
	Sun	1/17	New								435820
	Mon	1/18	Approved						LGHOL - Legal Holiday Hours Taken	8.00	435820
	Tue	1/19	Submitted	8:00:00AM			12:00:00PM	4.00			435820
			Submitted	12:30:00PM			4:30:00PM	4.00			435820
	Wed	1/20	Submitted	8:00:00AM			12:00:00PM	4.00			435820
			Submitted	12:30:00PM			4:30:00PM	4.00			435820
	Thu	1/21	Submitted	8:00:00AM			12:00:00PM	4.00			435820
			Submitted	12:30:00PM			4:30:00PM	4.00			435820
	Fri	1/22	Submitted	8:00:00AM			12:00:00PM	4.00			435820
			Submitted	12:30:00PM			4:30:00PM	4.00			435820
	Sat	1/23	New								435820

5. Click the **Absence** tab at the bottom of the timesheet.

[Summary](#) | [Leave / Compensatory Time](#) | **[Absence](#)** | [Exceptions](#) | [Payable Time](#)

Absence Events

[Absence Take](#) | [Forecast Results](#)

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monit
01/18/2016	01/18/2016	Legal Holiday	Legal Holiday	8.00 Hours		Details	Approved	Approval Monit

6. Click the **Forecast Results** tab and review the **Forecast Value**. For a successful absence submission, the value should be “ELIGIBLE.”

The screenshot shows the 'Absence Events' section with the 'Forecast Results' tab selected. A table displays the forecasted absence details:

*Start Date	End Date	Absence Name	Reason	Forecast Value	Forecast DateTime	Forecast Details
01/18/2016	01/18/2016	Legal Holiday	Legal Holiday	ELIGIBLE	01/22/2016 8:44AM	Forecast Details

- **Eligible:** The absence correctly forecasted.
- **Ineligible:** The absence failed to forecast correctly. Review your absence balance, try to reforecast, or [edit](#) the absence. If the absence is still in an ineligible status, contact your [payroll representative](#).

How to Edit an Absence Request

You cannot edit future absences. Absences can only be edited during the current week or 30 days prior to the current date. Follow these steps to change the dates, duration, or reasoning for your absence request.

1. Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
2. Log in to STAR using your IAM account.
3. Click **Timesheet** on your STAR dashboard.

The screenshot shows the STAR dashboard with the following sections:

- Wisconsin Time and Absences:** Contains links for 'Timesheet' (highlighted with a red arrow), 'Absence Request', and 'Employee Leave Summary'.
- Wisconsin Employee Info:** Contains 'Personal Information Summary'.
- Wisconsin Benefits:** Contains 'Benefits Summary'.
- Announcements:** Shows 'No Current Announcements'.
- Company Directory:** A link to the company directory.

4. Click the **Absence** tab.

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 11/30/2015 Print Timesheet

Reported Hours 16.00

Reported time on or after 12/04/2015 is for a future period.

From 11/30/2015 to 12/06/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgr
	Mon	11/30	Submitted	8:00:00AM			10:00:00AM	2.00			435000
			Submitted	10:00:01AM			12:30:00PM	2.50			435000
			Submitted	1:00:00PM			2:00:00PM	1.00			435000
			Submitted	2:00:01PM			4:30:00PM	2.50			435000
	Tue	12/1	Approved						VACTN - Paid Vacation Time Taken	8.00	435000
	Wed	12/2	New								435000
	Thu	12/3	New								435000
	Fri	12/4	New								435000
	Sat	12/5	New								435000
	Sun	12/6	New								435000

Submit Clear

Summary **Absence** Exceptions Payable Time

Absence Events

5. You will see an absence event listed. Scroll to the right on an absence event and click **Edit**.

Clear

Exceptions Payable Time

Personalize |

Forecast Results	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
15	Vacation	Vacation	8.00 Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	

Note: If you are not able to edit the absence, review the **Source Field**. There may be instances where a manager or payroll adminster will need to make the changes.

- **Employee Absence Request:** The employee should be able to make the edits on their timesheet.
- **Employee Timesheet:** The employee should be able to make the edits on their timesheet.
- **Manager Timesheet:** Contact your manager to make the edits.
- **Manager Absence Event:** Contact your manager to make the edits.
- **Administrator Absence Event:** Contact your [payroll representative](#) to make the edits.

6. The fields in the absence event are now editable.

Summary Absence Exceptions Payable Time

Absence Events

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
12/01/2015	12/01/2015	Vacation	Vacation	8.00 Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	

Add Absence Event

You can modify the following fields:

- a. **Start Date**
- b. **End Date**
- c. **Absence Name**
- d. **Absence Reason**
- e. **Details**
 - i. The **Details** link allows you to change the **All Days Hours** field if you need to change the amount of hours you are requesting off per day.

7. After you have made the necessary edits, click the **Forecast** button.

Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
Vacation	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

8. Click **Submit** to resubmit your absence request.

Submit Clear

Summary Absence Exceptions Payable Time

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: December 03,2015 at 10:30

Absence Events

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
12/02/2015	12/02/2015	Vacation	Vacation	8.00	Hours	Details	Saved	Approval Monitor

Add Absence Event

9. The **Message** box will appear letting you know that the changes have been applied. Click **OK**.

Message

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

10. The **Timesheet** page will appear for you to review the changes on your absence request. The request should have a status of **Approved**, letting you know that you have successfully resubmitted the request.

Actions Earliest Change Date 12/07/2015

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 11/30/2015 Print Timesheet

Reported Hours 16.00

Reported time on or after 12/04/2015 is for a future period.

From 11/30/2015 to 12/06/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup
	Mon	11/30	Submitted	8:00:00AM			10:00:00AM	2.00			435000060
			Submitted	10:00:01AM			12:30:00PM	2.50			435000060
			Submitted	1:00:00PM			2:00:00PM	1.00			435000060
			Submitted	2:00:01PM			4:30:00PM	2.50			435000060
	Tue	12/1	New								435000060
	Wed	12/2	Approved						VACTN - Paid Vacation Time Taken	8.00	435000060
	Thu	12/3	New								435000060
	Fri	12/4	New								435000060

11. Refer to "[How to Verify an Absence Request](#)" to ensure your absence request is eligible.

How to Delete an Absence

You cannot edit future absences. Absences can only be edited during the current week or 30 days prior to the current date. Follow these steps to change the dates, duration, or reasoning for your absence request.

1. Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
2. Log in to STAR using your IAM account.
3. Click **Timesheet** on your STAR dashboard.

The screenshot shows the STAR dashboard interface. At the top, there are navigation links for 'Home', 'Worklist', and 'Sign out'. Below the navigation bar, there are several widget sections:

- Wisconsin Time and Absences:** This section contains two links: 'Timesheet' (with a red arrow pointing to it) and 'Absence Request'.
- Wisconsin Employee Info:** Contains a link for 'Personal Information Summary'.
- Wisconsin Benefits:** Contains a link for 'Benefits Summary'.
- Announcements:** Shows 'No Current Announcements'.
- Company Directory:** A link to the company directory.

On the left side, there is an 'Employee Leave Summary' widget with a table titled 'Absence Balances':

Absence	Duration
Legal Holiday Balance	40.00 Hours
Personal Holiday Balance	4.00 Hours
Sick Balance	1770.75 Hours
Vacation Balance	87.50 Hours

4. Click the **Absence** tab.

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 11/30/2015 30 ↻

Reported Hours 16.00 Print Timesheet

Reported time on or after 12/04/2015 is for a future period.

From 11/30/2015 to 12/06/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	*Taskgr
	Mon	11/30	Submitted	8:00:00AM			10:00:00AM	2.00			435000
			Submitted	10:00:01AM			12:30:00PM	2.50			435000
			Submitted	1:00:00PM			2:00:00PM	1.00			435000
			Submitted	2:00:01PM			4:30:00PM	2.50			435000
	Tue	12/1	Approved						VACTN - Paid Vacation Time Taken	8.00	435000
	Wed	12/2	New								435000
	Thu	12/3	New								435000
	Fri	12/4	New								435000
	Sat	12/5	New								435000
	Sun	12/6	New								435000

Submit Clear

Summary **Absence** Exceptions Payable Time

Absence Events

5. You will see an absence event listed. Scroll to the right on an absence event and click **Edit**. The fields in the absence event are now editable.

Clear

Exceptions Payable Time

Personalize | [?](#)

Forecast Results [FFTT](#)

	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
15	Vacation	Vacation	8.00 Hours		Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

Note: If you are not able to edit the absence, review the **Source Field**. There may be instances where a manager or payroll administrator will need to make the changes.

- **Employee Absence Request:** The employee should be able to make the edits on their timesheet.
- **Employee Timesheet:** The employee should be able to make the edits on their timesheet.
- **Manager Timesheet:** Contact your manager to make the edits.
- **Manager Absence Event:** Contact your manager to make the edits.
- **Administrator Absence Event:** Contact your [payroll representative](#) to make the edits.

6. Click the **Cancel** checkbox and then click **Submit**.

Submit Clear

Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

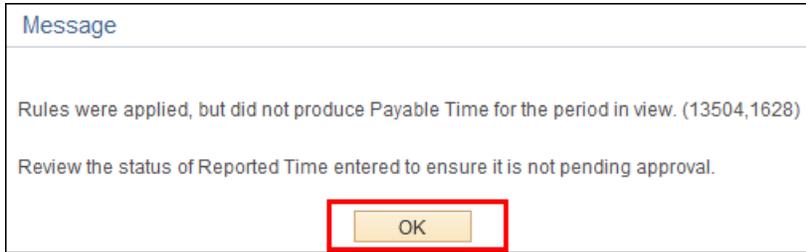
Absence Events [?](#) [Personalize](#) | [?](#)

Absence Take Forecast Results [FFTT](#)

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
12/01/2015	12/01/2015	Vacation	Vacation	8.00 Hours		Details	Approved	Approval Monitor	Employee Absence Request	<input checked="" type="checkbox"/>	Forecast	Edit

Add Absence Event

7. A message box will appear. Click **OK**.



8. The absence request should be deleted from your timesheet. Absence balances will be updated when the next payroll has been approved.

Troubleshooting

Error Message

You may receive this error after clicking the **Forecast** button. Several issues could cause this error. If you are unable to resolve this error on your own, please work with your manager or [payroll representative](#).

Your leave cannot be submitted. Please check the following:

- 1- The total reported and leave hours do not exceed the schedule hours in submitted day
- 2- The leave requested is no more than 30 days old
- 3- You are requesting more leave than your balance allows
- 4- You are not submitting leave on an Off Day
- 5- Your schedule might be incorrect