Requesting an Absence with Multiple Assignments

This guide will cover:

- Employees who have multiple assignments must enter absences through the time card. This allows employees to apply the leave request to the appropriate assignment.
- Employees with multiple assignments have more than one job at UW. In order to accrue leave, one of these assignments must be benefited.
- Absences utilize leave accrued by benefited employees. Common types of leave are sick and vacation.

This guide details the steps for completing this process as a **benefited employee with multiple assignments**.

If you are a benefited employee with only one assignment, you will need to enter your leave via Maintain Absence Records. See [Requesting Absence Quick Reference Guide](#).

**Step One**

Navigate to the Time section of WyoCloud HCM from WyoWeb.

- Upon signing in, the homepage will display. Click on the **Navigator** button (three horizontal lines) in the upper left-hand corner.

- **Select Time and Absence** under the My Profile header within the Navigator.
The Time Entry (Calendar View) page will display.

Step Two
Navigate to the Maintain Time Cards page.

- Select the Actions Tab (First Tab) in the upper right-hand corner of the screen.

- Under the related links section, select Manage Time Cards.
The Manage Time Cards page will display.

To enter an absence record, a time card must be created. To do this, select the plus sign (+) to create a time card.

Note: If a time card has already been created for the weeks in which you are attempting to enter an absence, select the blue hyperlink for the appropriate week, as seen below:
- On the Create Time Card pop up, select the day of the week you are trying to create an absence entry for.
- Click OK.

The Time card will now be displayed.
To enter an absence record, first select the benefited Assignment Number from the drop down.

**CAUTION**

As a benefited employee, your **benefited assignment will be your primary assignment, noted as the assignment number with no - # at the end**. In the example below, E119907 is a benefited assignment and should be selected. E119907-2 is a non-benefited assignment.

Note: After selecting your assignment number, the department and rate will auto-populate based on the assignment selected.

- After selecting your Assignment Number, select the appropriate Time Reporting Code for the leave from the dropdown.
- If the leave type is not in the list provided, type the first few letters into the field and the system will search for it.
After selecting your Time Reporting Code, enter the absence hours on the desired day(s).

After entering the absence hours, in the upper right-hand corner of the Create Time Card area, select **Save and Close**.

After the time card is saved, both the reported time and absences will go to the appropriate parties for approval prior to the next pay cycle.

You have completed the steps to Entering an Absence as an employee with multiple assignments.