

Enter No Leave Taken

NOTE:

- No Leave taken is selected to indicate months where no other leave was requested.
- Entry is based upon the calendar month, and must be entered for each month you are paid for working.
- If you have multiple jobs, entering No Leave Taken will be recorded for all active jobs.

WARNING: If you have multiple jobs and are using leave for one, enter the leave first before entering No Leave Taken.

Submit No Leave Taken

1. Click the Time and Absence tile from the MyUW portal.
 - a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Click the **No Leave Taken Reporting** tab.
3. Click the slider bar for the month No Leave Taken is being reported and it will change to **Submitted**.

NOTE: If an absence has already been entered for a month, the month will show **Submitted**.
4. To sign out, click the Actions menu in the upper right corner.