



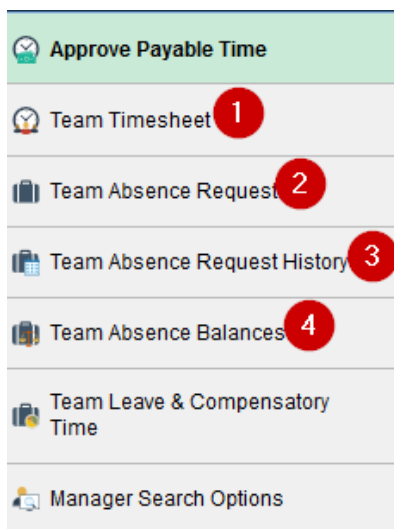
Manager Self Service Job Aid:

Entering Absence on Behalf of your Employee



Note: This Job Aid should be used in conjunction with the [Employee Self Service Job Aid: Absence Management](#)

From the **Manager Self-Service Homepage**, select **Team Time**



1. To review, enter or change your employee's absence from the timesheet select **Team Timesheet** and select your employee.
 - a. To review your employee's absence balances through the timesheet, see **Reviewing Through Timesheet** in [Employee Self Service Job Aid: Absence Management](#) for further instructions.
 - b. To enter your employee's absence through the timesheet, see **Entering Through Timesheet** in [Employee Self Service Job Aid: Absence Management](#) for further instructions.
 - c. To change your employee's absence, see **ADJUSTING AN ABSENCE** in [Employee Self Service Job Aid: Absence Management](#) for further instructions.
2. To enter a future absence for your employee, select **Team Absence Request** and select your employee. Once your employee is selected follow instructions from **Entering Through Absence Request** in [Employee Self Service Job Aid: Absence Management](#).
3. To review absence history for your employee, select **Team Absence Request History** and select your employee. Once your employee is selected follow instructions from **Reviewing Absence Request History** in [Employee Self Service Job Aid: Absence Management](#).
4. To review absence balances for your employee, select **Team Absence Balances** and select your employee. Once your employee is selected follow instructions from **Reviewing Through Absence Balances** in [Employee Self Service Job Aid: Absence Management](#).



Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available at https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx