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. Sign into my.wisconsin.edu

2. Click the **Time and Absence** tile.

3. Click the **No Leave Taken Reporting** on the left side of the screen**.**

4. 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**.

5. To sign out, click the Actions menu in the upper right corner.