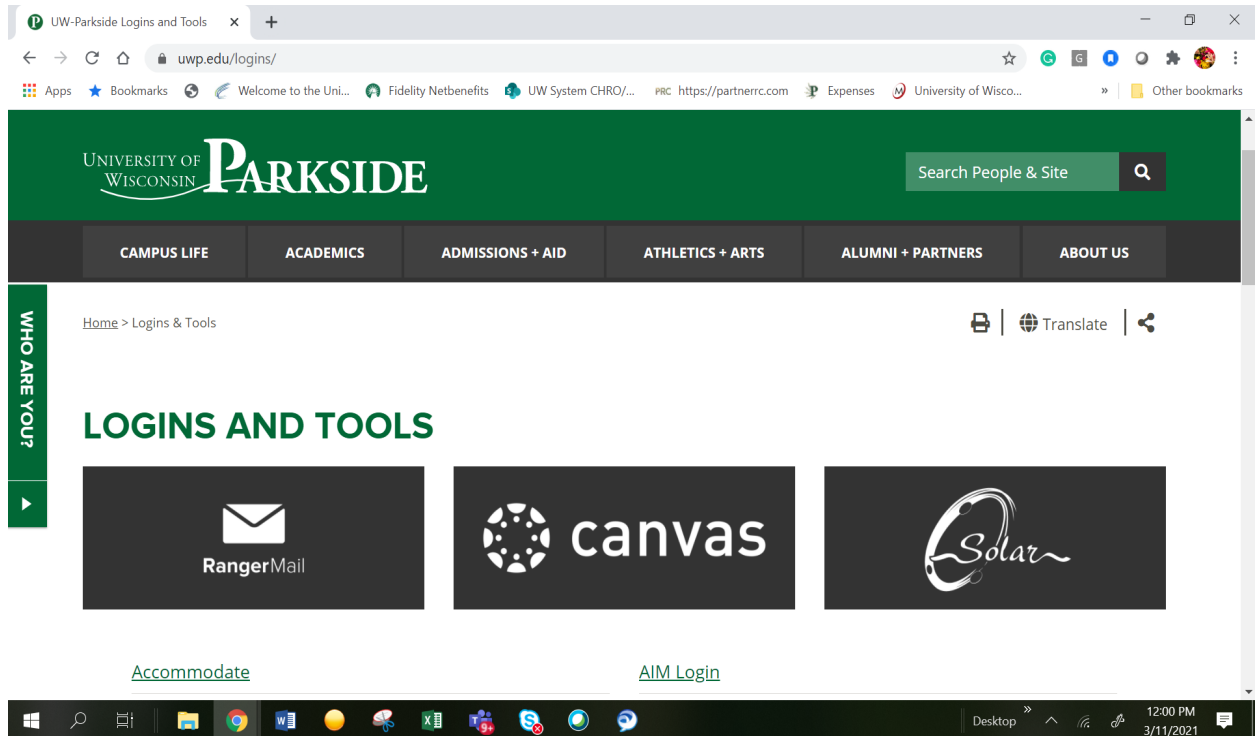
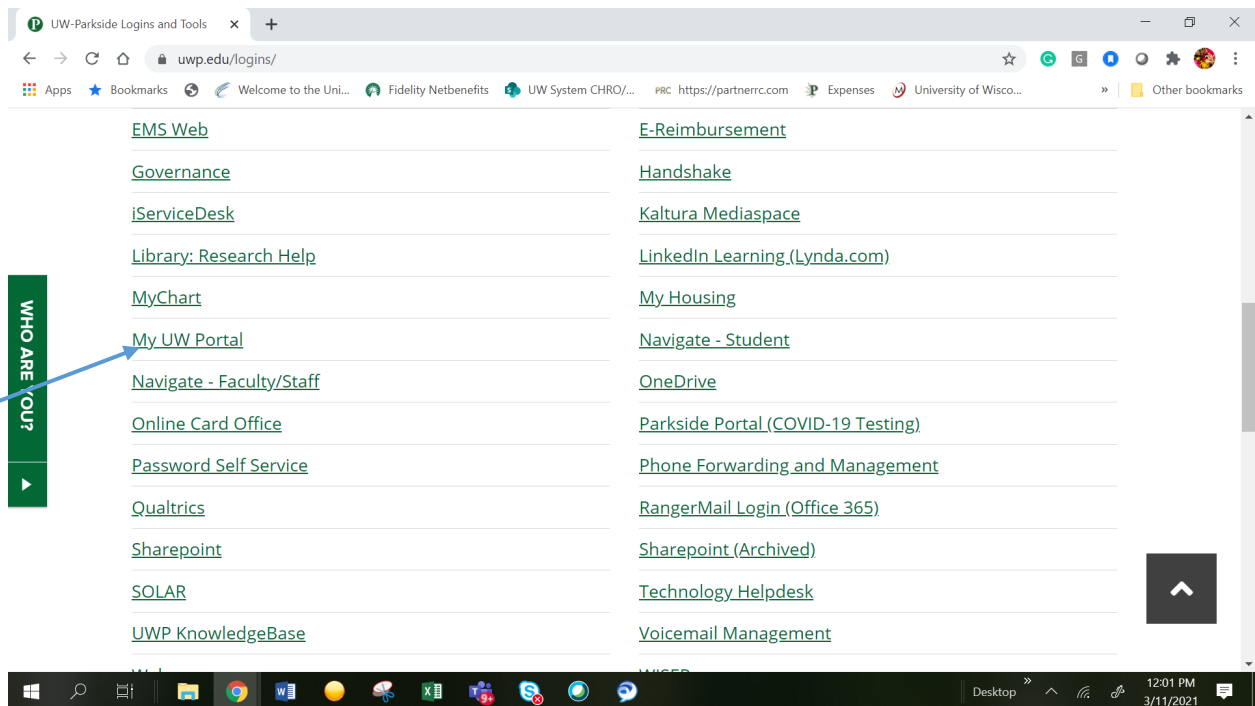


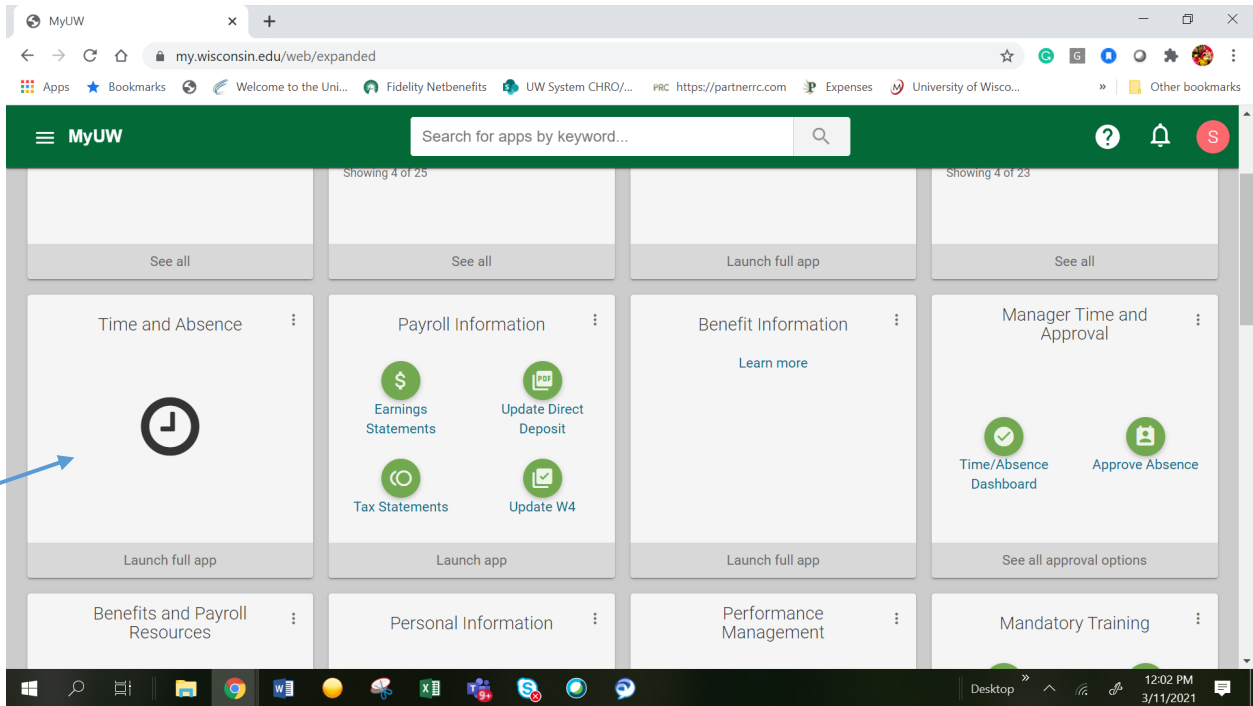
1. Navigate to UWP Logins and Tools page at uwp.edu/logins/



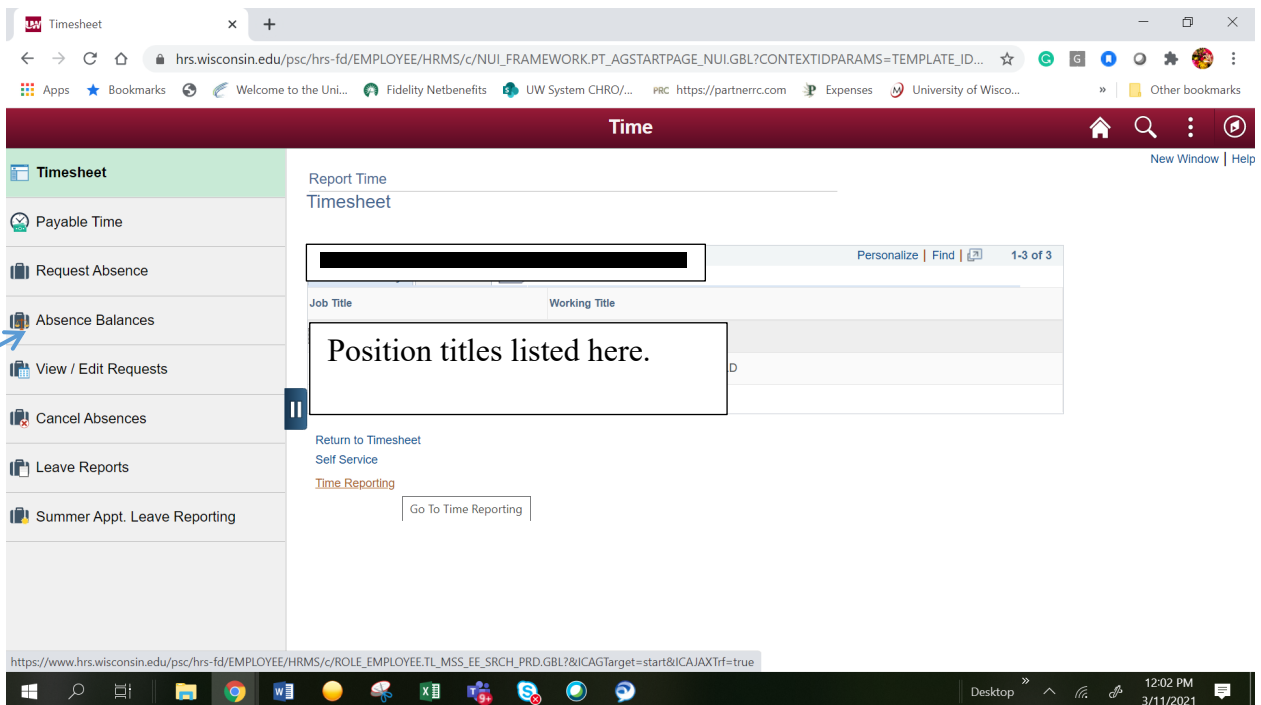
2. On the logins page click on My UW Portal



- Once in your portal, click on the Time and Absence tile. This will open to your timesheet.



- On this page, click on the Absence Balance icon to the left of the page.



- Review balances.

Time

*Balances for Year 2021 *and Period 02/28/2021 - February

Posted Leave Balances as of 02/23/2021 for Period Ending 02/28/2021 - February

Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	102.67	14.67	-6.50	110.83	169.50
Vacation Carryover	1.50		-1.50	0.00	0.00
Sick	447.10	8.00	0.00	455.10	455.10
Banked Leave	0.00		0.00	0.00	0.00
Pers-Holiday	36.00	0.00	0.00	36.00	36.00
Legal-Holiday	8.00	0.00	0.00	8.00	16.00

Projected Balances for Mar 1 to Mar 31 - March as of 03/10/2021

Leave Type	Prior Usage/Adj	Beginning Balance	Current Usage	Current Balance	Future Usage	Future Balance
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Desktop 12:03 PM 3/11/2021

