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

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2. On the logins page click on My UW Portal

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	<u>Library: Research Help</u>	LinkedIn Learning (Lynda.com)					
5	MyChart My Housing						
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REO	Navigate - Faculty/Staff	OneDrive					
ŝnġ	Online Card Office	Parkside Portal (COVID-19 Testing)					
	Password Self Service	Phone Forwarding and Management					
	Qualtrics	RangerMail Login (Office 365)					
	Sharepoint	Sharepoint (Archived)					
	SOLAR	<u>Technology Helpdesk</u>					
	UWP KnowledgeBase	Voicemail Management					

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



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

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5. Review balances.

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🗐 Request Absence	Leave Type	Beg Earn Balance ⁽⁾	Earned 1	Used/Adj 🕦	Ending Earned () Balance	Available Balance				
() Absence Balances	Vacation	102.67	14.67	-6.50	110.83	169.50				
n View / Edit Requests	Vacation Carryover	1.50		-1.50	0.00	0.00				
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	Legal-Holiday	8.00	0.00	0.00	8.00	16.00				
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