


ACADEMIC HOURLY EMPLOYEES – REPORT SICK LEAVE

From the **Home** page:



1. Click on the **Time** icon.

This Week (0 Hours)

2. Select This Week (0 Hours) in the Enter Time section.
3. Click on the day you want to report Time Off. A Time Entry Box will appear.
4. Click **Prompt Icon**  in the **Time Type** field and select **Time Off**. Select **Sick Hourly**.

Enter Time

09/12/2018

Time Type *

X Sick - Overload/Adjunct



Hours * 2

5. Enter the total amount of hours of sick you are taking.
6. Click OK to add the time.
7. The time block will populate on the top of the weekly time entry page on the day the time is reported. The time will remain on the time entry page until it is submitted.

