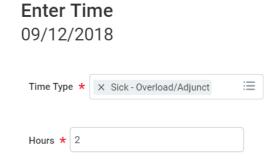
ACADEMIC HOURLY EMPLOYEES - REPORT SICK LEAVE

From the **Home** page:

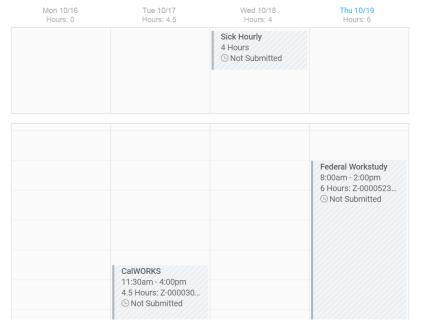


- 1. Click on the Time icon.
- This Week (0 Hours)

 2. Select 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.**



- 5. Enter the total amount of hours of sick you are taking.
- 6. Click 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.



8. The totals of all hours entered that week will display at the top.

Submit

9. Once all time is entered for the week, click to forward for approvals.

Only submit time for approval on a weekly basis during your last working shift.

NOTE: Please reference your labor contract/handbook for how you accrue Sick Leave and how you are allowed to user it in the AFT Agreement at the following link: GCCCD Labor Contracts