HOURLY EMPLOYEES - REPORT SICK LEAVE

From the **Home** page:

2. Select



- 1. Click on the **Time** icon.
 - 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.
- Click Prompt Icon ⁱ in the Time Type field and select Time Off. Select Sick Hourly.

E	Enter Time 10/19/2017				
	Time Type * 🗙	Sick Hourly	∷		
	Hours * 0]		

- 5. Enter the total amount of hours of sick you are taking (The Hourly Sick Policy states you must take a MINIMUM of 2 hours and after that the sick time can be in any increment of time).
- 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.

Mon 10/16 Hours: 0	Tue 10/17 Hours: 4.5	Wed 10/18 Hours: 4	Thu 10/19 Hours: 6
		Sick Hourly 4 Hours O Not Submitted	
			Federal Workstudy 8:00am - 2:00pm 6 Hours: Z-0000523 (Not Submitted
	CalWORKS 11:30am - 4:00pm 4.5 Hours: Z-000030 () Not Submitted		

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

Regular	Time Off	Overtime	Grand Total
10.5	4	0	14.5

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.