


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 10/19/2017

Time Type *

Hours *

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).

OK

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.

