



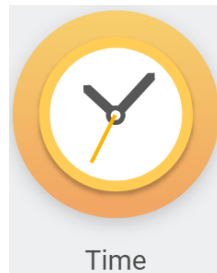
Time Reporting – Entering Sick Leave

Academic Hourly, NANCE, Classified Substitutes,
Not for Credit, Short Term, Professional Experts,
and Student Workers including Federal/CalWORKS
Work Study


Enter Sick Leave

From a computer:

1. Log into Workday. – click [here](#) for the link to the site. Click [here](#) for login instructions.
2. From the Home page, click the **Time** icon.



This Week (0 Hours)

3. Select **This Week (0 Hours)** in the Enter Time section.
4. Click on the day you wish to report Time Off. A time box will pop up in a window.
5. Click  in the **Time Type** field and select **Time Off**. Select **Sick Hourly**.

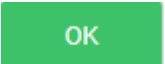


Academic Hourly workers will have Sick Overload/Adjunct Time Off as well as Jury Duty and Bereavement. In order to use Personal Necessity Leave, Academic Hourly workers will need to contact Payroll.

Enter Time 10/19/2017

Time Type * ✕ Sick Hourly

Hours *

6. Enter the total amount of hours of sick you are taking. A minimum of 2 hours must be taken for the Sick Hourly time type. Any increment above 2 hours is acceptable.
7. Click  to add the time.
8. 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.

