

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



GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

Enter Sick Leave

From a computer:

3. Select

- 1. Log into Workday. click <u>here</u> for the link to the site. Click <u>here</u> for login instructions.
- 2. From the Home page, click the **Time** icon.



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 \coloneqq 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 * 0 |

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.



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

9. 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 |
| the week, cl | Subm | nit to forw | ard for approvals |

10. Once all time is entered for

Only submit time for

approval on a weekly basis during your last working shift.