Sick Leave Request

Timekeepers have the ability to enter, edit, and submit sick time for employees in their respective department.

Main Menu> Manager Self Service> Time Management> Report Time> Timesheet

1. Navigate to Timesheet.
2. Search for employee by using Empl ID, Last Name and/or First Name fields.
3. Click Get Employees.
4. Employee will populate at bottom of the screen, select the hyperlink with the employee’s last name to view their timesheet.
5. Select to **View By**:
   - **Calendar Period** – Displays one pay period (2 weeks or 1 month)
   - **Day** – Displays just one day
   - **Week** – Displays one week

6. Enter the **Date** and click the green **Refresh** icon to display results.

7. Select the **Absence** tab.

8. Click the **Add Absence Event** button.

9. Enter **Start Date** and **End Date** of Sick Time requested.

10. From the drop down menu arrow, select the **Sick Leave**.

11. Select the **Reason** – Illness – Family Member or Self.

12. Click the **Details** link to input additional information.
13. **Absence Event Detail Screen** will be displayed; verify the information is correct.
14. Click on the **Calculate End Date or Duration** to sum up all requested hours.
15. Click the **OK** button.
16. You will then be re-directed to the Timesheet, select the **Submit** to continue.
17. From the **Submit Confirmation** screen, click **OK** to complete.
18. Total Hours submitted will now reflect under **Reported Hours**.