

Sick Leave Request

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

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

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	Espino
First Name	Diana

Get Employees

Clear Criteria

Save Criteria

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.

Employees For Yvette Ruiz-Esparza, Totals From 04/01/2019 - 04/07/2019

Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Espino	Diana	6001205272	0	0.00	0.00	40.00			0.00	0.00

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Sick Leave Request

Timesheet

Diana Espino Employee ID 6001205272
 Coordinator Empl Record 0
 Actions Earliest Change Date 05/01/2019

Select Another Timesheet

*View By Week [Previous Week](#) [Next Week](#)

*Date 04/01/2019 Reported Hours 0.00

[Print Timesheet](#) [Punch Timesheet](#)

Reported Time Status

Absence Events ?

||▶

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details
<input type="checkbox"/>	04/01/2019	04/01/2019	Sick Leave	Select Absence Reason Illness-Family member Illness-Self Select Absence Reason		Hours	Details

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.


Sick Leave Request

Absence Detail ?


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**.

*Start Date 04/01/2019 

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End Date 04/01/2019 

Filter by Type All 

*Absence Name Sick Leave 

Reason Illness-Self 

Partial Days None 

Duration 8.00 Hours

14

Calculate End Date or Duration

15

OK

Cancel

16

Submit

Timesheet

Submit Confirmation




The Submit was successful.





Time for the Week of 2019-04-01 to 2019-04-07 is submitted

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OK

Absence Events ?

Absence Take 

Select	*Start Date	End Date	Absence Name	Reason	Duration
<input type="checkbox"/>	04/01/2019 	04/01/2019 	Sick Leave 	Illness-Self 	8.00

Diana Espino

Coordinator

Actions 

Employee ID 6001205272


Empl Record 0

Earliest Change Date 05/01/2019

Select Another Timesheet

*View By Week 

[Previous Week](#) [Next Week](#)

*Date 04/01/2019 

Reported Hours 8.00

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