Sick Leave Request

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

1

(Homepage) Workforce Administration > (Tile) Time and Labor Administration> Timesheet

Report Time

Timesheet Summary

▼ **Employee Selection**

3

Get Employees

Employee Selection Criteria

Description	Time Reporter Group		
Time Reporter Group		🔍	Clear Criteria
Employee ID		🔍	Save Criteria
Empl Record		🔍	
Last Name	Espino	🔍	
First Name	Diana	🔍	

2

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

🔍   1-1 of 1 ▾

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

4

Sick Leave Request

Timesheet

Diana Espino
Coordinator
Actions ▾

Employee ID   6001205272
Empl Record   0
Earliest Change Date   05/01/2019

Select Another Timesheet

*View By	Week ▾
*Date	04/01/2019 📅 ↻

⑤ ⑥

Previous Week   Next Week

Reported Hours   0.00

Print Timesheet   Punch Timesheet

Reported Time Status	Summary	**Absence** ⑦	Exceptions	Payable Time

Absence Events ⑦

Absence Take	⫿▶

⑨

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details
☐	04/01/2019 📅	04/01/2019 📅	Sick Leave ▾	Select Absence Reaso ⑪		Hours	Details ⑫
			⑩	**Illness-Family member**			
				Illness-Self			
				Select Absence Reason			

⑧ **Add Absence Event**

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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 ⑦

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
End Date	04/01/2019
Filter by Type	All
*Absence Name	Sick Leave
Reason	Illness-Self
Partial Days	None
Duration	8.00 Hours

Calculate End Date or Duration

OK   **Cancel**

Submit

Reported Time Status | Summary

Absence Events ⑦

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Duration
☐	04/01/2019	04/01/2019	Sick Leave	Illness-Self	8.00

Timesheet
Submit Confirmation

☑ The Submit was successful.
    Time for the Week of 2019-04-01 to 2019-04-07 is submitted

OK

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   8.00   Print Timesheet   Punch Timesheet