TIME & ATTENDANCE
EMPLOYEE PROCEDURES
ENTER NON-WORKED HOURS – SICK, VACATION, FLOATING HOLIDAY

EMPLOYEE PROCEDURE

To record sick, vacation and/or floating holiday on your time card:

1. Log into Time and Attendance

2. Click on the Activity Tab. The current pay period will be displayed in a calendar format.

3. Go to the day you need to record time off.

4. Click the blue clock labelled Enter Time Off Hours.

5. Enter the amount of leave time taken in the amount field.

6. Select the desired pay type in the Pay Designation field.

7. Select the appropriate reason code and click OK.

You will receive a message from the system confirming your entry. You may now log off.