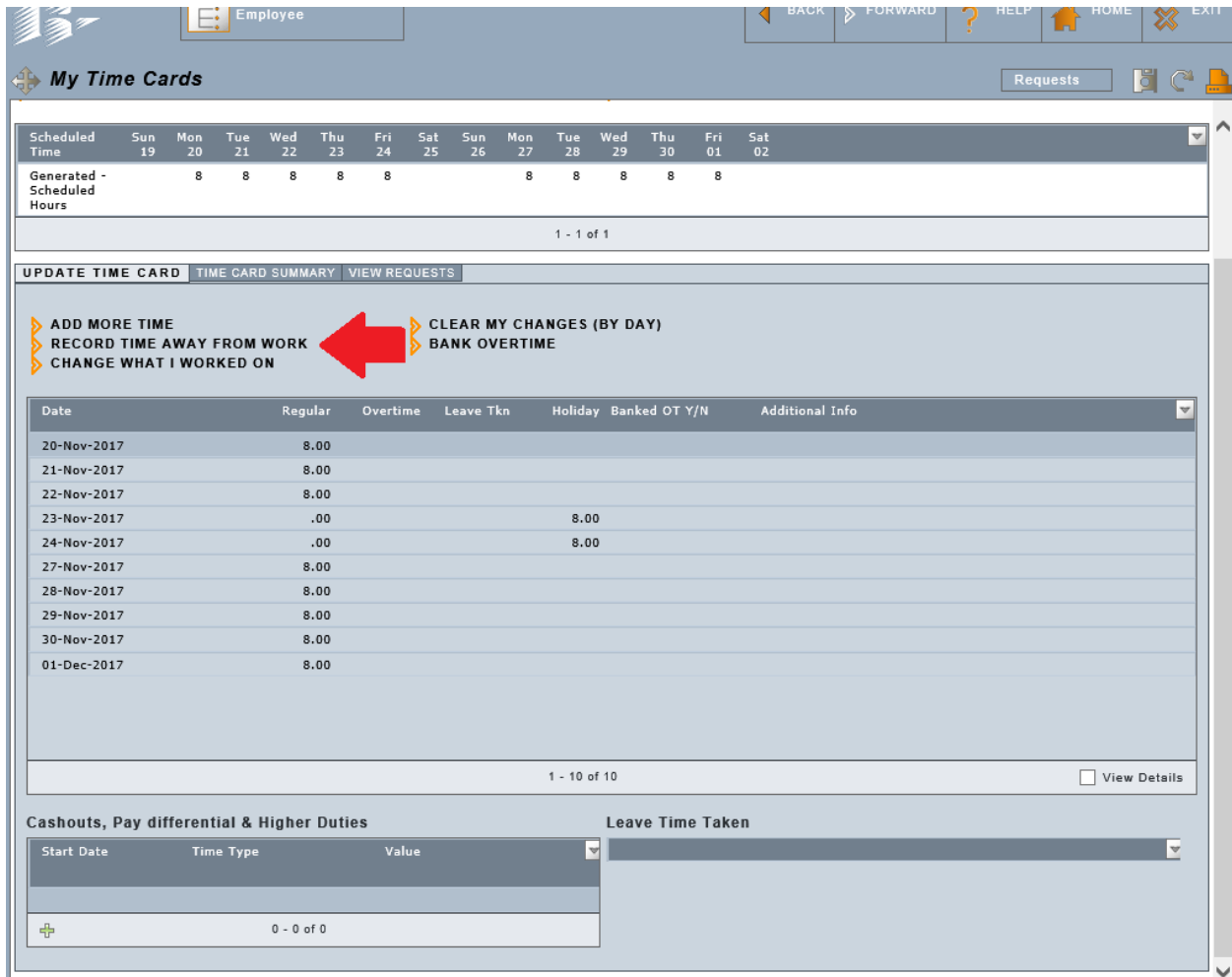


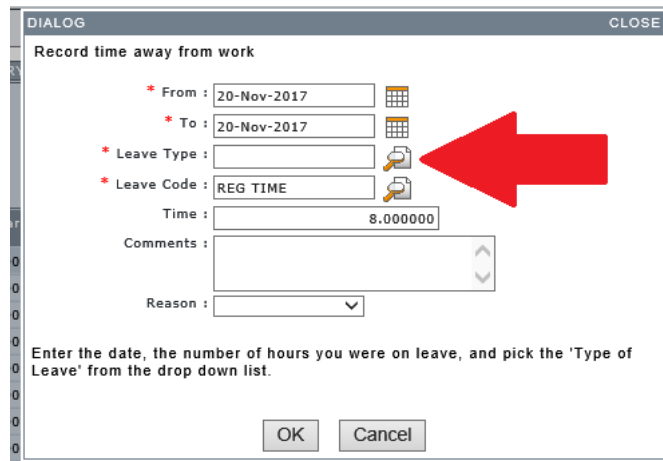
Entering New Sick Leave (Non-FMLA) Pay Codes into Timecards

1. Click RECORD TIME AWAY FROM WORK as you normally would.



The screenshot shows the 'My Time Cards' interface. At the top, there is a navigation bar with 'Employee', 'BACK', 'FORWARD', 'HELP', 'HOME', and 'EXIT'. Below this is a 'My Time Cards' header with a 'Requests' button. A calendar view shows 'Generated - Scheduled Hours' for dates from Sun 19 to Sat 02, with values of 8 for most days and 0 for Nov 23 and 24. Below the calendar are tabs for 'UPDATE TIME CARD', 'TIME CARD SUMMARY', and 'VIEW REQUESTS'. A menu contains four options: 'ADD MORE TIME', 'RECORD TIME AWAY FROM WORK' (highlighted with a red arrow), 'CLEAR MY CHANGES (BY DAY)', and 'BANK OVERTIME'. Below the menu is a table with columns: Date, Regular, Overtime, Leave Tkn, Holiday, Banked OT Y/N, and Additional Info. The table lists dates from 20-Nov-2017 to 01-Dec-2017 with corresponding Regular and Overtime values. At the bottom, there are sections for 'Cashouts, Pay differential & Higher Duties' and 'Leave Time Taken'.

2. Click the magnifying glass next to Leave Type.



The screenshot shows a 'DIALOG' box titled 'Record time away from work'. It contains the following fields: 'From' (20-Nov-2017), 'To' (20-Nov-2017), 'Leave Type' (empty), 'Leave Code' (REG TIME), 'Time' (8.000000), 'Comments' (empty), and 'Reason' (empty). A red arrow points to the magnifying glass icon next to the 'Leave Type' field. At the bottom, there are 'OK' and 'Cancel' buttons. A note at the bottom of the dialog reads: 'Enter the date, the number of hours you were on leave, and pick the 'Type of Leave' from the drop down list.'

3. Click Sick Leave and then Submit.

LOV CLOSE

SEARCH: CLEAR

Leave Type	Description
BEREAVEMENT	Bereavement Leave
CATASTROPHIC	Catastrophic Leave
COMP	Comp Time Leave
FMLA	FMLA Leave
JURY	Jury Duty Leave
LWOP	Leave without pay
MANAGEMENT	Management
MILITARY	Military Leave
PARENTAL	Parental Leave
SICK	Sick Leave
VACATION	Vacation Leave

SUBMIT CANCEL

4. The Leave Code will default to SICK SELF TKN. This is if you took sick leave for your own illness or doctor appointment. Click the magnifying glass next to it to change it.

DIALOG CLOSE

Record time away from work

* From : 20-Nov-2017

* To : 20-Nov-2017

* Leave Type : SICK

* Leave Code : SICK SELF TKN

Time : 8.000000

Comments : Sick Leave

Reason :

Enter the date, the number of hours you were on leave, and pick the 'Type of Leave' from the drop down list.

OK Cancel

5. Click CLEAR to see the other available sick leave options.

LOV CLOSE

SEARCH: SICK SELF TKN CLEAR

SICK SELF TKN	Sick Time Taken - Self	Leave	SICK
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SUBMIT CANCEL

6. Click SICK FAMILY TKN if you took sick leave to take care of an eligible family member or to take them to a medical appointment. Click SICK WORK COMP if you took sick leave to attend a workers' comp follow-up appointment. *Note - this is only to be used for follow-up appointments. If employee is released to full duty from workers' comp doctor and calls in sick, the employee must use SICK SELF TKN.

Code	Description	Category	Code
SICK FAMILY TKN	Sick Time Taken - Family	Leave	SICK
SICK SELF TKN	Sick Time Taken - Self	Leave	SICK
SICK WORK COMP	Sick Time Taken - WC	Leave	SICK

7. Once you have made a selection, the screen will look like this. Click OK.

Record time away from work

* From : 20-Nov-2017

* To : 20-Nov-2017

* Leave Type : SICK

* Leave Code : SICK FAMILY TKN

Time : .000000

Comments :

Reason :

Enter the date, the number of hours you were on leave, and pick the 'Type of Leave' from the drop down list.

8. The summary of your LEAVE TIME TAKEN will be in the bottom right hand corner of your timecard. *Note – SUPERVISORS will also show the summary of each employee’s LEAVE TIME TAKEN here to verify for approval.

The screenshot displays a timecard system interface. At the top, there is a weekly schedule grid with columns for days from Sun 19 to Sat 02. Below the grid, a row shows 'Generated - Scheduled Hours' with values of 8 for each day. The main section is titled 'UPDATE TIME CARD' and includes tabs for 'TIME CARD SUMMARY' and 'VIEW REQUESTS'. There are several action buttons: 'ADD MORE TIME', 'RECORD TIME AWAY FROM WORK', 'CHANGE WHAT I WORKED ON', 'CLEAR MY CHANGES (BY DAY)', and 'BANK OVERTIME'. Below these is a table with columns: Date, Regular, Overtime, Leave Tkn, Holiday, Banked OT Y/N, and Additional Info. The table shows data for dates from 20-Nov-2017 to 01-Dec-2017. At the bottom, there are two sections: 'Cashouts, Pay differential & Higher Duties' and 'Leave Time Taken'. The 'Leave Time Taken' section is circled in red and contains a table with columns: Date of Entry, Time Code, Leave Type, and Time or Amount. The data row shows: 20-Nov-2017, SICK FAMILY TKN, SICK, 8.000000.

Scheduled Time	Sun 19	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 01	Sat 02
Generated - Scheduled Hours		8	8	8	8	8			8	8	8	8	8	

Date	Regular	Overtime	Leave Tkn	Holiday	Banked OT Y/N	Additional Info
20-Nov-2017	.00		8.00			SICK
21-Nov-2017	8.00					
22-Nov-2017	8.00					
23-Nov-2017	.00			8.00		
24-Nov-2017	.00			8.00		
27-Nov-2017	8.00					
28-Nov-2017	8.00					
29-Nov-2017	8.00					
30-Nov-2017	8.00					
01-Dec-2017	8.00					

Start Date	Time Type	Value	Date of Entry	Time Code	Leave Type	Time or Amount
			20-Nov-2017	SICK FAMILY TKN	SICK	8.000000

9. Submit timecard as you normally would.