HOW TO ENTER A ½ DAY ABSENT

- 1 -- Enter ONLY the times you were at work.
- 2 -- Under the SPECIAL CODE column select which leave applies.
- 3 -- Enter the length of time you were absent for in hours. Hit SUBMIT.
- 4 Type a brief description in the COMMENT column. DO NOT DO THIS STEP



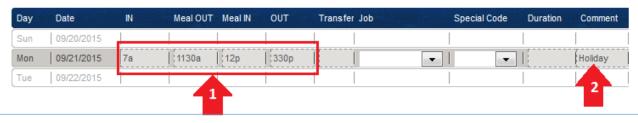
HOW TO ENTER A FULL DAY ABSENT

- 1 No times should be entered here.
- 2 -- Under the SPECIAL CODE column select which leave applies.
- 3 -- Under the DURATION column enter the length of time you were absent for in hours. Hit SUBMIT.
- 4 -- Type a brief description in the COMMENT column. DO NOT DO THIS STEP



HOW TO ENTER A HOLIDAY

- 1 Enter your daily scheduled hours here.
- **2** Type "Holiday" under the COMMENT column.



HOW TO ENTER EXTRA HOURS

- **1** If your extra hours are before your scheduled start time or after your scheduled stop time you will **ALWAYS** need to select "Add Shift Row."
- **2** Under the IN column enter the start time of your extra hours and under the OUT column enter the stop time of your extra hours.
- 3 Under the COMMENT column type a brief description of the extra hours.



Day	Date	IN	Meal OUT M	feal IN OUT	Transfer Job	Special Code	Duration	Comment
Sun	09/20/2015							
Mon	09/21/2015	7:00a	11:30a 1:	2:00p 3:30p			T .	
		3:31p		7:00p	2		3	Training