

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**

Day	Date	IN	Meal OUT	Meal IN	OUT	Transfer Job	Special Code	Duration	Comment
Sun	09/20/2015								
Mon	09/21/2015	7a			11p			4.00	1/2 day sick
Tue	09/22/2015								
Wed	09/23/2015								
Thu	09/24/2015								
Fri	09/25/2015								

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**

Day	Date	IN	Meal OUT	Meal IN	OUT	Transfer Job	Special Code	Duration	Comment
Sun	09/20/2015								
Mon	09/21/2015							8.00	Sick Day
Tue	09/22/2015								
Wed	09/23/2015								
Thu	09/24/2015								
Fri	09/25/2015								

HOW TO ENTER A HOLIDAY

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

Day	Date	IN	Meal OUT	Meal IN	OUT	Transfer Job	Special Code	Duration	Comment
Sun	09/20/2015								
Mon	09/21/2015	7a	1130a	12p	330p				Holiday
Tue	09/22/2015								

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	Meal IN	OUT	Transfer Job	Special Code	Duration	Comment	Schedule
Sun	09/20/2015									
Mon	09/21/2015	7a	1130a	12p	330p					7:00a-3:30
Tue	09/22/2015									7:00a-3:30
Wed	09/23/2015									7:00a-3:30

Day	Date	IN	Meal OUT	Meal IN	OUT	Transfer Job	Special Code	Duration	Comment
Sun	09/20/2015								
Mon	09/21/2015	7:00a	11:30a	12:00p	3:30p				
		3:31p			7:00p				Training