

Dashboard – Hourly Employees

How to Enter Retro hours and Sick Leave

Detailed Screens follow instructions.

1. All Retro hours (hours you worked outside the dates on the timesheet).
 - a. must be entered using the Earn Code “Retro Current Year”.
 - b. All retro hours are entered on the first day of the current pay period. DO NOT spread the Retro hours over different days; use the first day. If you have more than 23 hours, you can use the 2nd day as well.
2. If you have hours already entered for the first day of the pay period
 - a. You will need to click on blue “ ADD Earn Code” found in the middle of the timesheet. This will add another Earn Code below your current one; click on the drop down menu to choose Retro Current Year; add all hours on this day.
3. If you don’t have hours entered on the first day than use the drop down menu and choose “Retro Current Year”.
4. Add your hours

Call Payroll Office or your supervisor for additional assistance

Screens

If you have regular hours on the first day already

The screenshot shows a timesheet entry form. At the top, there is a button labeled "Add Earn Code" with a red circle and the number 1 next to it. Below this, there are four input fields: "Earn Code" (a dropdown menu showing "Reg Workstudy Earnings"), "Start Time*" (a time picker showing "10:00 AM"), "End Time*" (a time picker showing "02:00 PM"), and "Hours" (a text input showing "4.00"). Below these fields is a button labeled "Add More Time".

Below the first form, there is a second form. The "Earn Code" dropdown menu is open, showing a list of options: "Retro Current Year" (with a red circle and the number 2 next to it), "Reg Workstudy Earnings" (highlighted in blue), "Retro Current Year" (with a red circle and the number 3 next to it), and "Sick Leave". The "Start Time*" and "End Time*" fields are empty, and the "Hours" field shows "0.00". There is also an "Add More Time" button below this form.

If you don’t have any regular hours on the first day; click on the drop down menu by Earn Code and Choose Retro Current year. Enter all hours on this day.

The screenshot shows the "Earn Code" dropdown menu. The menu is open, showing a list of options: "Reg Workstudy Earnings", "Reg Workstudy Earnings" (highlighted in blue), "Retro Current Year", and "Sick Leave". A red arrow points to the "Retro Current Year" option. Another red arrow points to the "Reg Workstudy Earnings" option. To the right of the dropdown menu, there is a "Start" label and a text input field showing "hh".

How to Enter Sick Hours

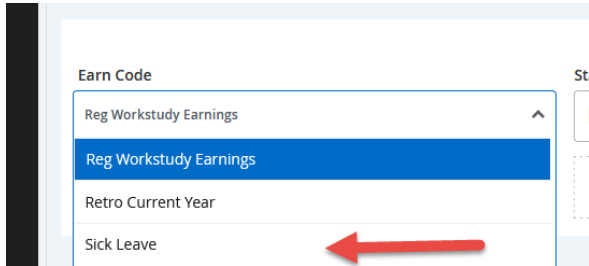
To use Sick leave; you must have been scheduled to work that day.

Sick hours are entered on the day you were scheduled to work but was not able to.

Earn Code: Sick Leave

If you did not work that day and need to enter only Sick Leave for that day; use the drop down menu for Earn Code and choose Sick Leave.

- a. Enter the scheduled hours you were sick on the Start and End times



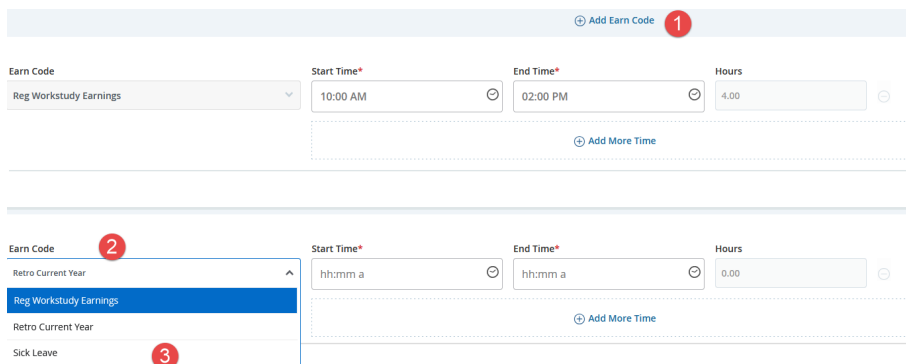
The screenshot shows a dropdown menu for 'Earn Code'. The menu is open, displaying four options: 'Reg Workstudy Earnings', 'Reg Workstudy Earnings' (highlighted in blue), 'Retro Current Year', and 'Sick Leave'. A red arrow points to the 'Sick Leave' option.

If you worked and left sick; then you will enter both Regular hours for the time you worked and the Sick hours you didn't work.

To Add an Earn Code

- a. Click on blue “ADD Earn Code” found in the middle of the timesheet. This will add another Earn Code below your current one; click on the drop down menu to choose Sick Leave add hours you were sick. Again these are entered on the day you were sick and scheduled to work.

Call Payroll Office or your supervisor for additional assistance



The screenshot shows the timesheet interface. At the top, there is a button labeled 'Add Earn Code' with a red circle and the number '1' next to it. Below this, there is a section for 'Earn Code' with a dropdown menu showing 'Reg Workstudy Earnings'. To the right of the dropdown are fields for 'Start Time*' (10:00 AM), 'End Time*' (02:00 PM), and 'Hours' (4.00). Below these fields is a button labeled 'Add More Time'. Below this section, there is another 'Earn Code' dropdown menu with a red circle and the number '2' next to it. The dropdown menu is open, showing four options: 'Retro Current Year', 'Reg Workstudy Earnings' (highlighted in blue), 'Retro Current Year', and 'Sick Leave' (with a red circle and the number '3' next to it). To the right of the dropdown are fields for 'Start Time*' (hh:mm a), 'End Time*' (hh:mm a), and 'Hours' (0.00). Below these fields is a button labeled 'Add More Time'.