

# **EMPLOYEE SICK TIME ENTRY**

## TABLE OF CONTENTS

SUMMARY AND OVERVIEW	
	-2
SICK TIME - TIMESHEET ENTRY	3-5
SICK TIME – TIME OFF REQUEST	6-8
VERSION HISTORY AND UPDATES	9

# SUMMARY

This guide is to assist you in navigating and entering Sick Time on timesheets or submitting a Sick Time Off Request within the Dayforce Application.

## Overview

Your Sick Time accrual, maximum accrual, and frequency of accrual will be based on the state you work in.

You will not be able to enter sick time or request for sick time if you have not accrued enough balance (hours). The minimum balance will be 0.00 and the system will not allow you to submit a request that would cause your balance to go into negative amounts.

#### Sick Time – Timesheet Entry

- 1. Log into Dayforce on your browser (Chrome, Firefox, Safari, Edge, etc.)
- 2. From your home page, click on the dropdown menu



> Employee Timesheet

A	Home	
2	Work	^
	Calendar	
	Time Away List	
	Shift Details	
	Attendance (Year at a Glance)	
2	Employee Timesheet	ſm
<b>&amp;</b>	Employee Timesheet Earnings	Ŀ
<b>پ</b>	Employee Timesheet Earnings Benefits	Ţ
20 19 10 10	Employee Timesheet Earnings Benefits Profile	L.
	Employee Timesheet Earnings Benefits Profile Hub	J.

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- The current week will load by default. To record your sick time, select the day and then select Add New Pay Adjustment

Current			September 11 - Sep	tember 24, 2023 🔹 🜔	)
🚞 Load  📄 Save  😯 R	efresh   🛟 Options   🖝 U	Indo 🛛 📹 Redo 📔 🚣 Author	ize 🎝 Unauthorize		
<ul> <li>Pay Problems</li> </ul>	Balances Audits Fav	vorite Sets			
Monday, Sep 11	Tuesday, Sep 12	Wednesday, Sep 13	Thursday, Sep 14	Friday, Sep 15	Saturday, Sep 16
Actual CA San Francisco Payroll - C CA San Francisco Payr ▼ CA San Francisco Payr ▼ CA San Francisco Payr ▼ Scolo Payres Scolo PM < Colored Payres Scolo PM < Colored Payres Total 8.00h Enter Comment Here				्रि र Add New Pay	Adjustment

- 3. A window will appear where you can fill in the details of the sick entry.
  - Select the Pay Adjustment Type of SICK
  - In the Net Hours, fill in the amount of hours you need for SICK
  - You can fill in Comment section with a brief note for your manager's review
  - Select OK once completed

Pay Adjustment	- Friday, Sep 15	×
Pay Adjustment Type	SICK (Paid)	•
Job Assignment	CA San Francisco Payroll	
Net Hours	8.00 Hours	T
Comment		
Reference Date	M/d/yyyy	
	ОК	Cancel

- 4. If you do not have enough balance (hours), you will be met with the error below:
  - Select the Problems tab at the top to see more details on the error

- The error message will state that your entry caused your state's sick balance to fall below the minimum of 0.00

	Cannot Save Timesheet					×								
	E The res Ple info	ere olv asi	e are 1 cr ved befo e see the mation.	itical problems re you can sav e problems par	s that must be e your changes. he for more OK									
	Pay <b>Problems</b>	E	Balances	Audits Favorite Se	ets									
0	1 Errors	Sta	atus Severity							Message				
A	0 Warnings	6	Critical		s pay adjustment on	n Friday, Septem	ber 15, 2023 with pa	ay code SICK (Paid	d) caused emplo	yee balance	Sick - Hours a	amount to fall be	alow allowed minim	ium.
0	0 Information													

- 5. You will need to make the appropriate corrects (enter for less amount of hours or remove the entry) in order to save
- 6. Once all entries are completed and saved, remember to select the day(s) and authorize your records, then save once more to finalize

r u	Jndo 🕥 Red	lo   🚣 Author	ze 🌛 Unauthorize	
Far	vorite Sets	1		
	Wednes	day, Sep 13	Thursday, Sep	14
	Pay Adjustme ② SICK (Paid)	ent 8.00	Pay Adjustment SICK (Paid)	<b>ن</b> 8.00
	Q - 🗸	× - ×		

- 1. Log into Dayforce on your browser (Chrome, Firefox, Safari, Edge, etc.)
- 2. From your home page, click on the dropdown menu → Home → Home → Home



3. On this screen, you will be able to view your balances, submit a time off request, and review your time off request submissions

+ Request New Time Off							Select	Status to Filter: Display All	•	
∧ Balances										
Summary	Туре	Unit	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	
Expiring Transactions	CA State Sick - Hours	Hours	Fri, Sep 01, 2023		20.00	0.00	-8.00	12.00	0.00	
As of 9/11/2023										
• Wedne	esday, September 13, 2023 d)	Requested Monday	September 11, 2023		Approved By		1 day	🔸 Pend	ling	~

- 4. To view your balances, select the Balances drop down and you will see a summary of the balance you have, how many hours you have accrued, how many hours have been approved, how many requested hours are pending, and how many are remaining.
- 5. At the bottom you will see your past submissions and the status of the request

- 6. Select + Request New Time Off
  - Select the Reason = SICK
  - Select the start date and end date of your request
  - Select the hours for the request
  - You can fill in the Employee Comments section for your manager's review if needed

Create	Time	Off	Rea	uest

ine Requester	a. 0.00 mours					eam
Reason	Start Date	End Date		Туре	Remaining	Unit
SICK (Paid)	▼ ]	9/14/2023 🛗	9/14/2023 🛗	CA State Sick - Hours	4.00	Hours
Hours Per Day	08:00					
nployee Comments	5					
alances						

7. If you do not have enough balance (hours), you will be met with an error: Insufficient Balance and will not be able to submit

C	1 Errors	Insufficient Balance	*
C	0 Information		
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8. When your manager approves your time off request, you will see a notification in your message center stating the approval:

BUSINESS SOLUTIONS		Q Sear	ch Dayforce			All 🗸	0	M AM
Compose 🔹	₽ Refresh	Select 🔻	Search	<u> D</u> elete	📨 Mark as 🔻			×
🖸 Inbox 👔	Inbox							1 Results
🖂 Messages	Image: Contract of the second seco			TAFW Reques	st Has Been Approve	ed	9/11	/2023, 12:28 PM
📄 Reports								
i Notifications								
Actions								
	TAFW I	Request Has	Been Appr	roved			9/11/2023,	12:28 PM
	The following Affected Em Reason: SIC	g time off requ ployee: <b>1</b> CK (Paid)	uest has bee	en approved:				
	Time Start: 9 Time End: 9 Comment:	, )/13/2023 12:0 /14/2023 12:0 /force to view	00:00 AM 0:00 AM this request	in full.				

In the Time Away List, the status of your review will be updated to Approved:

🕂 Requ	est New Time Off	Select	Status to Filter: Display All	]
∨ В	alances			
• {	Thursday, September 14, 2023 sicк (Paid)	1 day	• Pending	~
• {	Wednesday, September 13, 2023 <mark>sicк (Paid)</mark>	1 day	Approved	~

In your Timesheets, the day will have an entry with your manager's authorization:

	Wednesday, Sep 13
<b>1</b> 8.00	Pay Adjustment SICK (Paid)
8	Pay Adjustment SICK (Paid)