

Request Partial or Full Day Off for 3rd Shift Employees

Use this procedure to report partial or full days off taken for 3rd shift employees. Time worked and time off (leave) can be entered in any order on the timesheet depending on whether the leave was in the beginning, middle, or end of the day. All hours in your schedule must be accounted for.

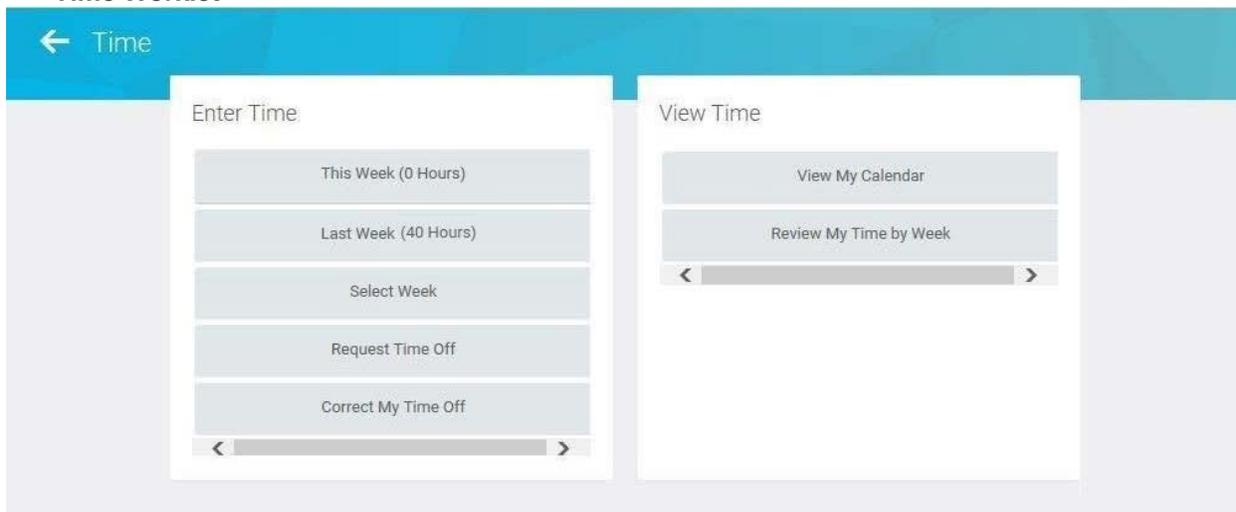
IMPORTANT: If entering time off on the last day of the timesheet (Wednesday), you may not be able to enter or select any Time Off codes. If you experience this, **you must enter the time off taken on the previous day (TUESDAY) instead of WEDNESDAY (when the leave was actually taken).** In this case, you will have to select one of the “elapsed” Time Off codes on the timesheet row (e.g., Elapsed – Annual, Elapsed – Personal, Elapsed – Sick).”

Procedure:



1. From the Home page, click the Time worklet.

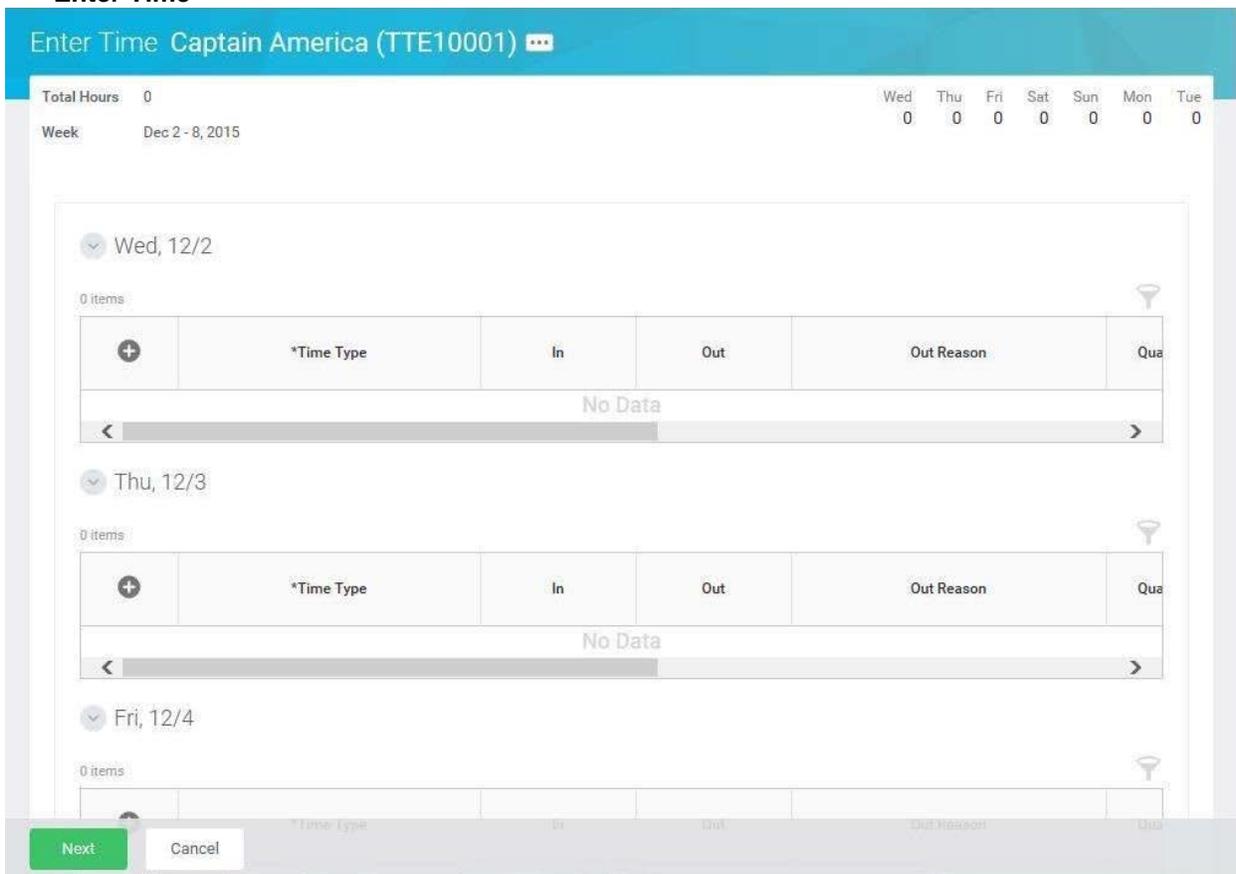
Time Worklet



2. Choose whether to enter time for the current week or a prior week. Use one of the following buttons:

To...	Do This...
To enter time for the current week...	Click the This Week button.
To enter time for the previous week...	Click the Last Week button.
To select a week in a previous pay period...	Click the Select Week button.

Enter Time



3. Click the **Add Row**  icon to enter time on a specific day in the week (e.g., Wed, 11/4).
4. To enter leave, complete the following fields
 - **Time Type:** Use the prompt to select the appropriate Time Off code (e.g., Personal, Sick).
 - **Time Off Reason:** Use the prompt to select the time off reason.
 - **In:** Enter the start time of the leave.
 - **Out:** Enter the time the leave ended.
 - **Worktag:** Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note:** Only some agencies use worktags.
5. Repeat the steps above to enter any other leave, as needed.



Title: Request Partial or Full Day Off for 3rd Shift Employees
Role: Employee
Functional Area: Time Tracking

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▼ Tue, 6/14

1 items

	*Time Type	Time Off Reason	In	Out	
⊖	× Annual Leave - Elapsed				

6. When you are finished entering time, click the  button.
Enter Time Confirmation Page

← Enter Time - Confirmation Captain America (TTE10001) ...

May 25 - 31, 2016

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Wednesday	1	Regular	8
Thursday	7	Overtime	0
Friday	0	Comp Time Earned	0
Saturday	0	Shift Diff	8
Sunday	0	Holiday/Emergency	0
Monday	0	Time Off	4
Tuesday	0	Additional Job Reg Hours	0
Total Hours	8	Total Paid Hours	8

Save Back Cancel

7. Review the Daily and Week totals.
- The **Daily Totals** section displays the number of hours entered by day for the week including leave.
 - The **Week Totals** section displays the hours entered for time off in the Time Off category. If Unpaid leave was taken, the Total Paid hours will be decreased by the number of hours for leave without pay. **Note:** The screen shot above shows paid time off taken.

- If you need to make changes to the timesheet, click the **Back** button.

8. Click the **Save**  button.

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

9. Once time is entered for the pay period, the timesheet should be submitted for approval.



Information: If time off is requested in the future, save and submit the time for approval. Time Off reported displays on your manager's Team Time Off Calendar.

10. The System Task is complete.