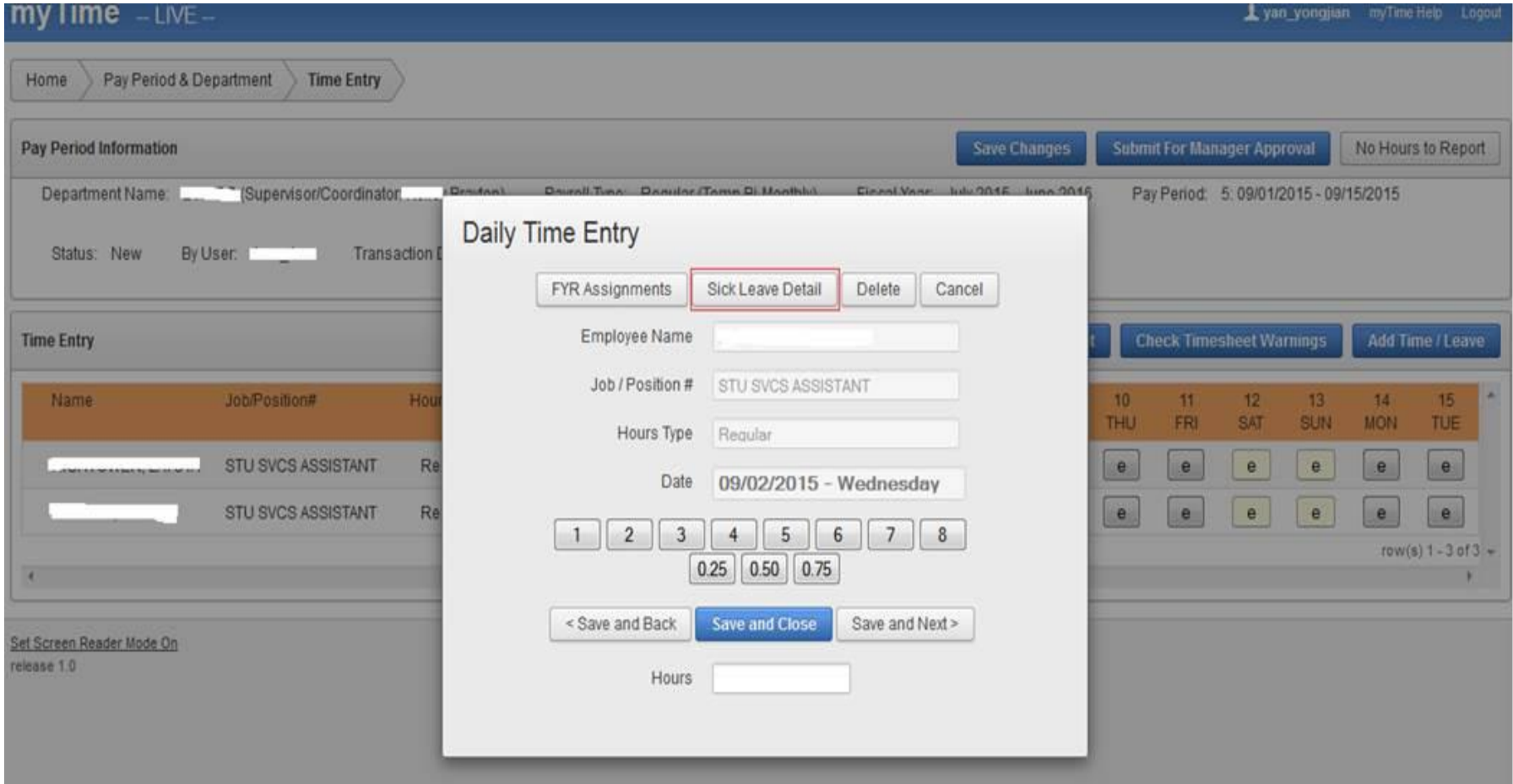# Guide On How To Review the Available Sick Leave Balance In The myTime Electronic Leave and Time Reporting System (03/7/2016)

1. There are two ways to see the "Sick Leave Detail" information: on Daily Time Entry screen or by clicking "Summary/Assignment/Sick" button.

Home   Pay Period & Department   **Time Entry**

Pay Period Information

                                                            [Save Changes]   [Submit For Manager Approval]

Department Name: 3 - Accounting/Fisc Serv (Supervisor/Coordinator: Cristina Hamblet)   Payroll Type: Regular (Student Worker)   Fiscal Year: July 2015 - June 2016

Pay Period: 16: 02/16/2016 - 02/29/2016

Status: New   By User: Hamblet_Cristina   Transaction Date: 03/07/2016

Time Entry

[Back]   [Summary / Assignment / Sick]   [Check Timesheet Warnings]   [Add Time / Leave]

Name	Position#/Job	Hours Type	16 TUE	17 WED	18 THU	19 FRI	20 SAT	21 SUN	22 MON	23 TUE	24 WED	25 THU	26 FRI	27 SAT	28 SUN	29 MON
▇▇▇▇	1-FWS	Regular	4	e	e	e	e	e	e	e	e	e	e	e	e	e

row(s) 1 - 2 of 2

2. When click on "Summary/Assignment/Sick", the report will show as following. Then you will see the hyperlink for "Sick Leave Detail"

Timesheet Preview

Department: ▓▓▓▓▓▓▓▓ -- Supervisor/Coordinator: ▓▓▓▓▓▓

Payroll: Regular (Employee Group: Temp Bi-Monthly)

Pay Period: 5: 09/01/2015 - 09/15/2015 (FYR: 1516 -- New -- By ▓▓▓▓ -- On 09/09/2015)

Name	ID	Job #	Rate	Allocation	Period RT Hours	Period OT Hours	Period Sick Hours	Period Total Hours	Cumulative Hours	Cumulative Used Amount	FYR Assignments	Sick Leave Detail
▓▓▓▓▓▓	▓▓	1 - STU SVCS ASSISTANT	$20.20	-	-	-	0	0	-	328	$6,625.60	FYR Assignments	Sick Leave Detail
▓▓▓▓▓▓	▓▓	1 - STU SVCS ASSISTANT	$20.20	-	-	-	0	0	-	168	$3,393.60	FYR Assignments	Sick Leave Detail
Grand Period Totals	-	-	-	-	-	-	0	0	-	-	-	-	-

row(s) 1 - 3 of 3

3. On the "Daily Time Entry" screen, click the button "Sick Leave Detail" to show the "Sick Leave Detail" report

4. The following is the "Sick Leave Detail" report:

Fiscal Year Sick Leave Information

Employee ID	Employee Name	Fiscal Year	Banked Sick Hours	Eligible Date to Take Sick Hours
▓▓▓	▓▓▓▓▓▓	2015	10	08/18/2015

1 - 1