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

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

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Home Pay Period & Department Time Entry												
Pay Period Information				Sav	e Changes	Subm	it For Man	ager Appr	roval	No Hours	to Report	Ī
Department Name: Status: New RyUser Transaction	Daily Time Entry	(Tome Di Monthhà	Einnel Vee	- July 204	E luna 2015	Pa	y Period:	5: 09/01/2	015 - 09/	15/2015		
	FYR Assignments	Sick Leave Detail	Delete	Cancel		_						
Time Entry	Employee Name					Ch	eck Time	sheet Wa	rnings	Add Tin	ne / Leave	
Name Job/Position# Hou	Job / Position # Hours Type	STU SVCS ASSIST	ANT			10 THU	11 FRI	12 SAT	13 SUN	14 MON	15 TUE	
STU SVCS ASSISTANT Re	Date	09/02/2015 -	Wednesda	Y		e	e	e	e	e	e	
STU SVCS ASSISTANT Re		4 5 6	7	8		0	e	e	e	e row(s	e) 1-3 of 3 + }	
Set Screen Reader Mode On release 1.0	Hours			EA -								

myTime - Li	VE												上 spale	ding_carla	myTime I	Help Logout
Home Pay Period	& Department Time Entry															
Pay Period Informatio	n										s	ave Chang	jes	Submit Fo	r Manager	Approval
Department Name:	3 - Accounting/Fisc Serv (Supervise	or/Coordinator: Cristina	Hamblet)	Payro	oll Type:	Regular (	Student W	/orker)	Fiscal Ye	ar: July 2	015 - Ju	ne 2016				
Pay Period: 16: 02	/16/2016 - 02/29/2016															
Status: New	By User: Hamblet_Cristina	Fransaction Date: 03/	07/2016													
Time Entry							Back	Summary	y / Assignn	nent / Sicl	¢ C	heck Time	sheet Wa	rnings	Add Tir	ne / 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	<u>4</u>	е	е	е	е	е	е	е	е	е	е	е	е	е
<															row(s	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"

St r ( Employee Group: Temp B 1/2015 - 09/15/2015 ( FYR: 1	upervisor// Bi-Monthly 516 – Net	Coordinator. ) w By	- On 05	9/09/2015 )	Revied			6		
r ( Employee Group: Temp B 1/2015 - 09/15/2015 ( FYR: 1	Bi-Monthly 516 Nev	) w By	- On 09	9/09/2015 )	Revied					
1/2015 - 09/15/2015 ( FYR: 1	516 Nei	w By	On 09	9/09/2015 )	Desind	22.5	12 13 13 1	6		
lahat			Period	Deriod	Desired	1233.18	12 - 13193	64 - 1995 M		
JOD #	Rate	Allocation	RT Hours	OT Hours	Sick Hours	Period Total Hours	Cumulative Hours	Cumulative Used Amount	FYR Assignments	Sick Leave Detail
1 - STU SVCS ASSISTANT	\$20.20	10		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
×	17	÷		0	0		÷	8	*	*1
1	- STU SVCS ASSISTANT - STU SVCS ASSISTANT -	- STU SVCS ASSISTANT \$20.20 - STU SVCS ASSISTANT \$20.20	- STU SVCS ASSISTANT \$20.20 - - STU SVCS ASSISTANT \$20.20 -	- STU SVCS ASSISTANT \$20.20	- STU SVCS ASSISTANT \$20.20 0 - STU SVCS ASSISTANT \$20.20 0 0	- STU SVCS ASSISTANT \$20.20 0 0 - STU SVCS ASSISTANT \$20.20 0 0 0 0	- STU SVCS ASSISTANT \$20.20 0 0 - - STU SVCS ASSISTANT \$20.20 0 0 - 0 0 -	- STU SVCS ASSISTANT \$20.20 0 0 - 328 - STU SVCS ASSISTANT \$20.20 0 0 - 168 0 0	- STU SVCS ASSISTANT \$20.20 0 0 - 328 \$6,625.60 - STU SVCS ASSISTANT \$20.20 0 0 - 168 \$3,393.60 0 0	- STU SVCS ASSISTANT \$20.20 0 0 - 328 \$6,625.60 FYR Assignments - STU SVCS ASSISTANT \$20.20 0 0 - 168 \$3,393.60 FYR Assignments 0 0 0

- 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