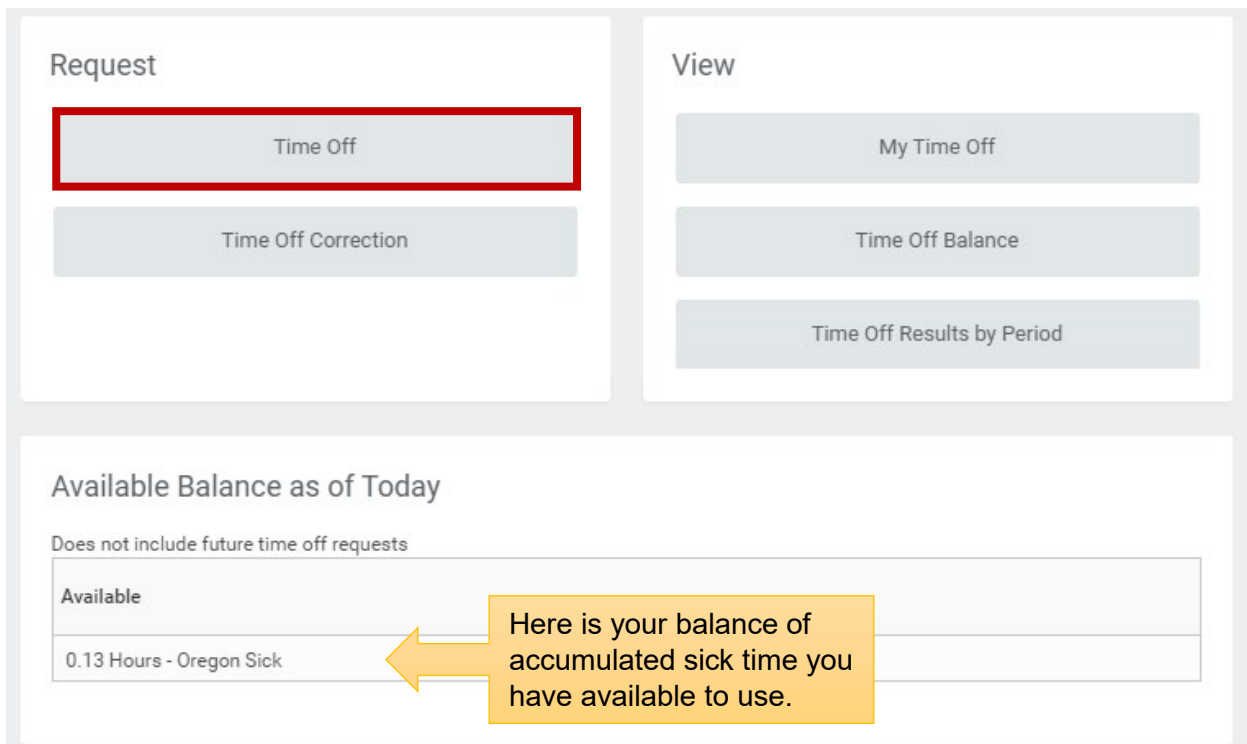




Time Off

Sick Time Reporting for Student Employees

The Time Off worklet is used to record time away from work by logging a sick day taken in the past. Selecting the Time Off worklet will bring you to the following screen:



Request	View
Time Off	My Time Off
Time Off Correction	Time Off Balance
	Time Off Results by Period

Available Balance as of Today	
Does not include future time off requests	
Available	
0.13 Hours - Oregon Sick	

Here is your balance of accumulated sick time you have available to use.

To enter your sick time, click on the “Time Off” button from the Request menu.

A month-based calendar will appear and you can log sick hours by clicking on the day you were sick. Once you have selected the day you were out, an orange button at the bottom of the screen will illuminate. Note that your available balance is shown in the side bar on the left of the calendar.

Sick Time Reporting for Student Employees

Balances

Balance as of 

0.13 Hours

Balance Per Plan

Oregon Sick
0.13 Hours
(Oregon Sick)

Today < > March 2020 ▾

Sunday	Monday	Tuesday	Wednesday
Mar 1	2	3	
8	9	10	
15	16	17	
22	23	24	
29	30	31	Apr

1 Day - Request Time Off

When you click on the orange “Request Time Off” button, a box will pop up where you will indicate Oregon Sick as the Type and input the number of hours you are requesting in the Daily Quantity field.

Type *

You may not enter a quantity larger than your available amount.

Request Time Off

Actions

(empty)

When

Type *

Daily Quantity *

Unit of Time

Comment

You may make comments if you desire. The upper comment box travels with your request to your manager the lower one is for your reference.