

Bereavement -- Jury Duty -- Sick Time Entry

- In general, some points to be aware of:
 - You cannot enter **Sick** or **Jury Duty** or **Bereavement** time prior to the day that you are taking the benefit.
 - If normally charging to a job, **Sick / Jury Duty / Bereavement** time entry requires that you enter both - job and cost code - in the appropriate fields.

Special Notes:

- You **cannot** enter sick time in advance. It is recommended that you enter this exception time as soon as you return to work.
- These are general guidelines and each Business Unit could have existing policies that are different than stated above. Check with your Human Resources department Representative on any questions you may have.

1 - Start the Time Entry process as normal, using the Visual Assist to bring up the Calendar. *Select* the Pay Period Ending date. Then click “Daily Time Entry”

2 - In the “Employee Daily Time Entry” screen, confirm you are entering on the correct Time Entry Grid, click in the “Pay Type” field. Use the Visual Assist to make the next selection.

3 - From the “Self Service Pay Type” dialog box, *Select* the appropriate type, Bereavement, Jury Duty, or Sick.
 NOTES: you may have to click the “Go to End” icon >| to see all options. Select the **Green Check** mark.

4 - Enter your Hours on the appropriate date, Click **Save** your Time Card as normal. Submit if time entry is ready.