Online Time and Attendance

5) ENTER CHARGES FOR VACATION, SICK, OR OTHER TIME USED
Next, enter any sick and or holiday by double-left clicking on the day as it shows on the calendar.
This action reveals a pop-up box, from which you will select a reason code and enter any quarter day
increment charge up to “1”. (Sequential days charged for the same reason code can be entered via the
multi-day entry selection.) Click on “SAVE TIME RECORD.”
6) CERTIFY AND SUBMIT YOUR RECORD FOR APPROVAL
Review your entries for correctness, then click in “CERTIFY” box. Next, click on “SUBMIT TO
SUPERVISOR” (on the bottom of the screen toward the left).
You can view the status of any month in the “Accrual Period” box (top left of the screen) where a word
descriptor will advise you of that month’s status. “Working” means you can make entries. “Pending”