

Entering Extra Time

My Info>Time & Attendance>Enter Absence

Absence Entry: Absence Information

Select your absence reason and dates and then click the Next button.

Choose the reason you are away:

Select Extra Time Worked to **Bank**
or
Extra Time Worked to be **Paid**.

- Choose A Reason
- Banked Time Taken
- Bereavement/Funeral
- Birth/Adoption
- Citizenship
- Course Exam - Job Specific
- Coverage For Onsite Meeting
- Emerg/Misfor-All Ck Coll-Agree
- Extra Time Worked To Bank
- Extra Time Worked To Be Paid
- Family Critical (Med Reqd)
- Field Trip (Pd By Sch)
- Illness
- Jury Duty/Witness

Reminder! Extra time must be pre-approved by Administration

Enter the date of your absence:

Select the date of the extra time worked. You are not able to enter time on a date with a strikethrough.

25-Sep-2019

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	1	2	3	4	5

If you required to attend a training session that is outside both your start time and end time, you will need to make two entries.

Absence Entry: Absence Schedule Details

This is your working schedule.

You have entered a start date in the past. Because of this, you will NOT be able to request a replacing employee.

Your working schedule during your absence. Click on the date link below to change schedule details. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

Include	Date	Day	Position	Location	St.Time	En.Time	Days
<input checked="" type="checkbox"/>	24-Sep-2019	Tue	Coordinator - Human Resources	Central Office	08:00	12:00	0.5500
<input checked="" type="checkbox"/>	24-Sep-2019	Tue	Coordinator - Human Resources	Central Office	13:00	16:30	0.4500

[Add Schedule](#) This allows you to be able to add a new position or location to your schedule.

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

Next

Include	Date
<input checked="" type="checkbox"/>	24-Sep-2019
<input type="checkbox"/>	24-Sep-2019
<input type="checkbox"/>	24-Sep-2019

[Add Schedule](#)

You will need to "uncheck" the boxes and "Add Schedule."

This will give you a new entry screen to enter the time worked outside of your normal workday.

Absence Entry: New Absence Schedule

Add a new line to your schedule and then click the Accept Schedule button.

Date	Day	Position	Location	St.Time	En.Time	AM	PM	Full	Reset	Days
24-Sep-2019	Tue	-----Choose A Position-----	-----Choose A Location-----			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

Accept Schedule

Add a new line to t

Day	Position	Location
Wed	-----Choose A Position-----	
	-----Assigned Positions-----	
	Coordinator - Human Resources	
	-----All Other Positions-----	
	Administrative Assistant Elem	
	Administrative Assistant High	
	Administrative Assistant Mid	
	Administrative Support Elem	

In the drop down menu, the first option for both position and location are your assigned position/location

Select position, location and enter start and end times for time worked. Leave the button to reset.

Add a new line to the your schedule and then click the Accept Schedule button.

Date	Day	Position	Location	St.Time	En.Time	AM	PM	Full	Reset	Days
24-Sep-2019	Tue	Coordinator - Human Resources	Central Office	16:30	17:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.0670

Accept the schedule and you will get a review window. Click "Next."

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

Absence Entry: Absence Schedule Details

Warning: You have entered a start date in the past. Because of this, you will NOT be able to request a replacing employee.

This is your working schedule during your absence. Click on the date link below to change schedule details. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

Include	Date	Day	Position	Location	St.Time	En.Time	Days
<input checked="" type="checkbox"/>	24-Sep-2019	Tue	Coordinator - Human Resources	Central Office	08:00	12:00	0.5500
<input type="checkbox"/>	24-Sep-2019	Tue	Coordinator - Human Resources	Central Office	13:00	16:30	0.4500
<input checked="" type="checkbox"/>	24-Sep-2019	Tue	Coordinator - Human Resources	Central Office	16:30	17:00	0.0670

[Add Schedule](#)

This allows you to be able to add a new position or location to your schedule.

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

There is no replacement to you will always click "No." Once no is clicked the other two options are not available.

Absence Entry: Replacement Details

Select Yes or No to each of these questions and then click the Next button.

Do you require someone to replace you?
 Yes No

Is he/she required to work the same schedule as you?
 Yes No

Do you want to request employee(s) to replace you?
 Yes No

Absence Entry: Leave Application Entry



Enter the leave information below and press the next button.

BANKED TIME EARNED

Leave Application Information

Start Date: 24-Sep-2019
Absence Code: Extra Time Worked To Bank

You must enter a reason for the extra time worked.

Details

Reason for Banked Time:

Next

Absence Entry: Summary Page



You are not yet finished.
Confirm that these absence details are correct and then click the Submit Absence button at the top or bottom of this page.

Submit Absence

Absence Reason:
Extra Time Worked To Bank

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time	Days
24-Sep-2019	Tue	Coordinator - Human Resources	Central Office	16.30	17.00	0.0670

Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time
You have indicated that you do not need an employee to replace you during this absence.					

Requested Employees

You have indicated that you don't wish to specify a requested replacement.

Message For The Replacing Employee

Leave Application

BANKED TIME EARNED

Leave Application Information

Start Date: 24-Sep-2019
Absence Code: Extra Time Worked To Bank
End Date: 24-Sep-2019
Status: Requested

Once you have submitted the extra time, it will be routed to your supervisor for approval and then to Payroll. Payroll will apply the appropriate overtime rules.