

HOW TO ENTER A ½ DAY ABSENT

- 1 -- Enter ONLY the times you were at work.
- 2 -- Under the SPECIAL CODE column select which leave applies.
- 3 -- Enter the length of time were absent for in hours.
- 4 -- Type a brief description in the COMMENT column.

| Day | Date | IN | Meal OUT | Meal IN | OUT | Transfer Job | Special Code | Duration | Comment |
|-----|------------|----|----------|---------|-----|--------------|--------------|----------|--------------|
| Sun | 09/20/2015 | | | | | | | | |
| Mon | 09/21/2015 | 7a | | | 11p | | | 4.00 | 1/2 day sick |
| Tue | 09/22/2015 | | | | | | | | |
| Wed | 09/23/2015 | | | | | | | | |
| Thu | 09/24/2015 | | | | | | | | |
| Fri | 09/25/2015 | | | | | | | | |

HOW TO ENTER A FULL DAY ABSENT

- 1 -- No times should be entered here.
- 2 -- Under the SPECIAL CODE column select which leave applies.
- 3 -- Under the DURATION column enter the length of time you were absent for in hours.
- 4 -- Type a brief description in the COMMENT column.

| Day | Date | IN | Meal OUT | Meal IN | OUT | Transfer Job | Special Code | Duration | Comment |
|-----|------------|----|----------|---------|-----|--------------|--------------|----------|----------|
| Sun | 09/20/2015 | | | | | | | | |
| Mon | 09/21/2015 | | | | | | | 8.00 | Sick Day |
| Tue | 09/22/2015 | | | | | | | | |
| Wed | 09/23/2015 | | | | | | | | |
| Thu | 09/24/2015 | | | | | | | | |
| Fri | 09/25/2015 | | | | | | | | |

HOW TO ENTER A HOLIDAY

- 1 -- Enter your daily scheduled hours here.
- 2 -- Type "Holiday" under the COMMENT column.

| Day | Date | IN | Meal OUT | Meal IN | OUT | Transfer Job | Special Code | Duration | Comment |
|-----|------------|----|----------|---------|------|--------------|--------------|----------|---------|
| Sun | 09/20/2015 | | | | | | | | |
| Mon | 09/21/2015 | 7a | 1130a | 12p | 330p | | | | Holiday |
| Tue | 09/22/2015 | | | | | | | | |

HOW TO ENTER EXTRA HOURS

- 1 -- If your extra hours are before your scheduled start time or after your scheduled stop time you will **ALWAYS** need to select "Add Shift Row."
- 2 -- Under the IN column enter the start time of your extra hours and under the OUT column enter the stop time of your extra hours.
- 3 -- Under the COMMENT column type a brief description of the extra hours.

| Day | Date | IN | Meal OUT | Meal IN | OUT | Transfer Job | Special Code | Duration | Comment | Schedule |
|-----|------------|----|----------|---------|------|--------------|--------------|----------|---------|------------|
| Sun | 09/20/2015 | | | | | | | | | |
| Mon | 09/21/2015 | 7a | 1130a | 12p | 330p | | | | | 7:00a-3:30 |
| Tue | 09/22/2015 | | | | | | | | | 7:00a-3:30 |
| Wed | 09/23/2015 | | | | | | | | | 7:00a-3:30 |

| Day | Date | IN | Meal OUT | Meal IN | OUT | Transfer Job | Special Code | Duration | Comment |
|-----|------------|-------|----------|---------|-------|--------------|--------------|----------|----------|
| Sun | 09/20/2015 | | | | | | | | |
| Mon | 09/21/2015 | 7:00a | 11:30a | 12:00p | 3:30p | | | | |
| | | 3:31p | | | 7:00p | | | | Training |