Entering Sick and Paid Time Off (PTO) Codes in HRMS

**Method 1** Using the Time Entry Screen

1. From the menu on the left or at the top, select *Time Entry—Timekeeper*
2. Change date if needed (default is today). You can enter any date within the pay period. The whole pay period will be selected.
3. Select *Get Empl ID, Get Group ID, or Get All Employees* and enter appropriate criteria.
4. Click *Get Employees* bar (employee list will appear on screen).
5. Choose desired employee.

6. Use the lookup (magnifying glass) to select the correct *Time Reporting Code* (sick or PTO) flash the number of hours taken under the *Amount Hours* column heading. Continue to enter all sick or PTO time as necessary.
7. Click *Save* when completed.
Method 2 Using the Elapsed Time Entry Screen

1. From the menu on the left or at the top, click Manager Self-Service > Time Management Report Time > Elapsed Time Entry.

2. Select Criteria (Time Reporter Group, Empl ID, or Last Name) by using the lookup (magnifying glass) or type in your selection.

3. Change the date if necessary (default date is today).

4. Click Get Employees bar (employee list will appear on screen).

5. Choose employee.

6. After the employee is chosen, click on View By and choose Calendar Period. This will give you the appropriate time period (salaried or hourly) for the employee.

7. Enter hours as appropriate; tab to the Time Reporting Code column and use the drop-down box to enter appropriate code (Sick or PTO). Each code needs its own line.

8. Click Submit, then OK on the Submit Confirmation page; use the menu at the bottom of the page to navigate.