Sick Time Tracking
Student View

Student View

➢ Sick time is accrued at the end of the pay period at a rate of 1 hour per 30 hours worked.

➢ Students can view their accrual information, including Carry Over, Earned, Taken and Remaining Balance, on the 'My Timesheets' page.

Display: [Current/Future ▾] Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Robotics Lab Monitor 1	3301-Architecture - Dean's Office	$15.00	07/01/2020	06/30/2021		Active

Accruals

Accrual Type	Carried Over	Earned	Taken	Remaining
New York Paid Sick	0.00	7.45	0.00	7.45

Awards

Award Name	Amount	Balance	Term
71111-Federal Work-Study (FWS)	$5,000.00	$1,647.50	Academic Year 2020/2021 (07/07/2020 - 06/30/2021)

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Timesheet X

Student View

➢ Students will have the option to enter Regular or NY Paid Sick time.

Student View

> ➤ When they select New York Paid Sick as the Pay code, they will only enter a number indicating the amount of sick time they are taking.

Student View

➢ The system will not allow the student to enter more sick time than they have accrued, otherwise, the following message will be displayed.

Student View

➢ The system will prevent the student from making entries that are not in quarter hour increments (e.g., 1.00, 1.25, 1.50, 175, etc.) , otherwise, the following message will be displayed.

The entries must be in quarter hours: 1.00, 1.25, 1.50, 1.75, etc...

Manage Time Sheet

Student	
Hire Title	Ceramics Studio Assistant
Status	Incomplete
Pay Period	10/15/21 to 10/28/21 (9)
Deadline	*November 1, 2021 12:00 PM*

| Pay Period Info | Accruals | Hire Details | Awards | Supervisors | Accounts | Notes |

Print Time Sheet

10/15/21 to 10/28/21 (9)

- **Start** - Friday, October 15, 2021
- **End** - Thursday, October 28, 2021
- **Student Deadline** - Thursday, October 28, 2021 (11:59PM)
- **Supervisor Deadline** - Monday, November 1, 2021 (12:00PM)
- **Pay Date** - Friday, November 12, 2021

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total		
Friday, October 15, 2021	New York Paid Sick	N/A	N/A	N/A	.10	Add	Cancel