




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: 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)

Student View

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

Manage Time Sheet

Student [Redacted] Return to Hire »

Job Title Robotics Lab Monitor 1

Status Incomplete

Pay Period 01/19/21 to 02/04/21 (16)

Deadline February 4, 2021 11:59 PM

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

01/19/21 to 02/04/21 (16)

Start - Tuesday, January 19, 2021

End - Thursday, February 4, 2021

Student Deadline - Thursday, February 4, 2021 (11:59PM)

Supervisor Deadline - Monday, February 8, 2021 (12:00PM)

Pay Date - Friday, February 19, 2021

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	
Tuesday, January 19, 2021	HRS - Regular Hours	8:00AM	8:15AM	No Break	N/A	Add Cancel
	HRS - Regular Hours					
	New York Paid Sick					

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.

Manage Time Sheet

Student

Job Title Robotics Lab Monitor 1

Status Incomplete

Pay Period 01/19/21 to 02/04/21 (16)

Deadline February 4, 2021 11:59 PM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

[Return to Hire »](#)

01/19/21 to 02/04/21 (16)

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Pay Date - Friday, February 19, 2021

Time Sheet Entries


Date	Pay Code	Start	End	Break	Total		
Tuesday, January 19, 2021	New York Paid Sick	N/A	N/A	N/A	<input type="text"/>	Add	Cancel

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.

The entry is not allowed. You do not have enough time accrued for the 'New York Paid Sick' pay code. 

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**

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	2.00		<input type="button" value="Add"/> <input type="button" value="Cancel"/>

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, 1.75, 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
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- 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