**Procedures for Adding Annual Leave and/or Sick Leave
for Monthly-Exempt Staff**

Sick and annual leave must be submitted by the end of **each Friday**.

* From the BSC Home Page, click on **MyBSC** and then on **Time and Attendance** from the drop down menu. You may also click on the square red icon (Time Clock) if it is available or use the link: https://bsc-online.ghg.com/login.jsp

* Enter your user name (this is the same as your email login).

* Enter your password First initial of first name, last 4 digits of employee ID (printed on your campus ID), first initial of last name and !

* Click **Login**.

* Click **Employee** which gives you a drop-down menu then click **time sheet**

* Go to your **Pay Type** (Annual and Sick Leave) and Click on the drop down arrows and select annual or sick option.

 * Click the orange word **Add** located to the right of Org. This will add a line for the Leave you have selected. Then on that same line Enter the hours taken off each day, i.e. 7.5.

 * Click **Save/ Update** to complete your transactions.

 * Click Submit when you have completed any changes for the week.

You may choose past timesheets by clicking on **Timesheet Archive** at the top of your page and selecting the month and year of the timesheet you want to create. Then click on the highlighted date for the week ending you need. Your selected timesheet will open. Then make changes as needed following instructions above to edit.

For additional assistance with your record please contact Angela in the Human Resources Office at ext. 4656 or by email, aboackle@bsc.edu or contact Jean at ext. 3056 or jmuro@bsc.edu.