

Procedures for Adding Non-Work Hours for Semi-Monthly Staff

You must manually enter your hours for any/all non-work time...

Sick, Annual, Holiday, Jury Duty, Funeral and Inclement Weather

- * **Click Login instead** of Web Clock to make a manual change/addition
- * **Click Employee** which gives you a drop-down menu
- * **Click Timesheet** which will show your timesheet for the present week (dates in top left corner)
You may also move to past and future timesheets by clicking on **<<** or **>>**.
- * Under the 2nd dark blue area, you'll see **Group** (your Department), **Charge Code & Pay Type** and **Organization** (BSC)
- * **Group** should already have your department name in the first light blue box
- * **Click the down arrow beside the Pay Types** and **highlight the non-work code** you wish to use (**Annual or Sick Leave**) which will move up into the box
- * **Org** (organization) should already have BSC in the box
- * **Click the orange word Add** that's to the right of Org which will add a line for the Leave you chose
- * On the line you've just created under the correct day, **enter the hours taken** for that leave (i.e. 7.5 or 8)
- * Always **click Save and Update** to complete your transactions
- * **Click Sign Off**

For additional assistance with your record please contact Angela in the Human Resources Office at ext. 4656.