




Entering Leave with Hours Worked

Step	Action
1.	<p>In this example, the employee only work 3hours of her scheduled shift and has taken sick leave for remaining 5hours.</p> <p>Note: Hours Worked and Leave hours can not be entered on the same row. You must add a new row to enter the sick leave hours.</p> <p>Click the Add a new row button.</p> 
2.	<p>Click the Look up button to add the leave code (TRC) for Sick Leave.</p> 
3.	<p>Click the LEAVE - SICK BIWEEKLY WAGE link.</p> <p>LEAVE - SICK BIWEEKLY WAGE</p>
4.	<p>Enter a valid value e.g. "5.00" into the hours field on the second row of 09/15/09.</p>
5.	<p>Click the Save button.</p> 
6.	<p>End of Procedure.</p>