

Entering Intermittent Leave

Employees will use this procedure to enter Intermittent Leave.

Description:

Intermittent leave is leave that is used which is less than an entire day. Typical examples would include going to a medical appointment or some other non-work related event during a normal work day.

Note: Time worked and time off (leave) can be entered in any order depending on whether the leave was in the beginning, middle, or end of the day. All hours in your schedule must be accounted.

Timesheet – Enter Time Page Overview

The timesheet for the week selected is listed on the Enter Time page. To enter work hours on the timesheet, go to the table at the bottom of the page. Each day of the week lists each day of the week in columns with four rows.

- The top row lists each day of the week and the corresponding date;
- The second row lists the total number of hours reported for the day. Note that as time is entered and saved the total hours for the corresponding day is listed;
- The third row is used to enter or correct All Day Events such as differentials and special payments; for example, bilingual pay or other differentials that do not use hours; and
- The fourth row is used to enter or correct Time-Based Events such as work time that is reported in hours like regular work hours or other work time and or leave.

Steps for Entering Intermittent Leave

1. From the Home page, tab to the Time hyperlink. Then, press Enter to go to the Time page.
2. On the Time page, select the This Week, Last Week or Select Week hyperlink from the Enter Time menu. For example, select the This Week hyperlink to enter time for the current week. Then, press Enter to go to the Enter Time page for the week.
3. To create a new time entry for the week, tab to the Enter Time hyperlink for the appropriate day and row in the timesheet table. For example, tab to the Time-Based Events row on Wednesday to enter your regular work hours for the first day in the week.
4. Then, press the Enter key to go to the Enter Time page for that day.
5. On the Enter Time page for the day, tab to Select the Time Off Type button to activate the time code selection and search screen.
6. On the Select Value for Time Type page, tab to the Time Off button to search for the appropriate time code. Then, press Enter to get the search results.
7. In the Search Results, press tab to go to the first list item. Then, use the up and down arrow keys to select the appropriate time code.
8. Press the spacebar once to select the time code from the list. Then tab to the Add button and press Enter to go back to the Enter Time page for the day.
9. You will now begin your time off entry. Note: Required fields are marked with the word “required”. In and Out times are entered in military time only.
 - To enter In and Out times:
 - On the In row,
 - Tab to the Hour field and enter the hour you came in.
 - Then, tab to the Minute field and enter the corresponding minute for the hour you came in.
 - Tab to the Validate button and press Enter.
 - On the Out row,
 - Tab to the Hour field and enter the hour that you left.
 - Then, tab to the Minute field and enter the corresponding minute that you left.
 - Tab to the Validate button and press Enter.
 - Tab to the Out Reason field. There are 2 out reasons: Meal and Out. Use the up and down arrow keys to select the appropriate option. Then, press Enter. Note: The default selection for this field is Out.
10. In the Details section,
 - Tab to Time Off Reason and Press Enter
 - Select the appropriate Time Off Reason, Then tab to the Add button and press Enter to go back to the Enter Time page for the day.
10. Next, tab to the Comment field and enter a comment, if appropriate.
11. To complete time entry for the day, tab to the OK button. This will advance you to the next page
12. You are now on the Time In/Out Saved page. To save the time you just entered, tab to the Done button and then press Enter. This will take you back to the Enter Time page for the week.
13. Repeat steps 1 – 13 to enter other time, if needed.

14. On the Enter Time page, review the time entered in the timesheet table at the bottom of the page.
15. When time has been entered for the week it should be submitted by Tuesday at 11:59 PM or as directed by your supervisor. Use the Submit Time job aid for detailed procedures.

End of Steps for Intermittent Leave.