Request Partial or Full Day Off for 3rd Shift Employees

Use this procedure to report partial or full days off taken for 3rd shift employees. Time worked and time off (leave) can be entered in any order on the timesheet depending on whether the leave was in the beginning, middle, or end of the day. All hours in your schedule must be accounted for.

IMPORTANT: If entering time off on the last day of the timesheet (Wednesday), you may not be able to enter or select any Time Off codes. If you experience this, you must enter the time off taken on the previous day (TUESDAY) instead of WEDNESDAY (when the leave was actually taken). In this case, you will have to select one of the “elapsed” Time Off codes on the timesheet row (e.g., Elapsed – Annual, Elapsed – Personal, Elapsed – Sick).

Procedure:

1. From the Home page, click the Time Worklet.

Time Worklet

- Enter Time
  - This Week (0 Hours)
  - Last Week (40 Hours)
  - Select Week
  - Request Time Off
  - Correct My Time Off

- View Time
  - View My Calendar
  - Review My Time by Week
2. Choose whether to enter time for the current week or a prior week. Use one of the following buttons:

<table>
<thead>
<tr>
<th>To…</th>
<th>Do This…</th>
</tr>
</thead>
<tbody>
<tr>
<td>To enter time for the current week…</td>
<td>Click the <strong>This Week</strong> button.</td>
</tr>
<tr>
<td>To enter time for the previous week…</td>
<td>Click the <strong>Last Week</strong> button.</td>
</tr>
<tr>
<td>To select a week in a previous pay period…</td>
<td>Click the <strong>Select Week</strong> button.</td>
</tr>
</tbody>
</table>

3. Click the **Add Row** icon to enter time on a specific day in the week (e.g., Wed, 11/4).

4. To enter leave, complete the following fields
   - **Time Type**: Use the prompt to select the appropriate Time Off code (e.g., Personal, Sick).
   - **Time Off Reason**: Use the prompt to select the time off reason.
   - **In**: Enter the start time of the leave.
   - **Out**: Enter the time the leave ended.
   - **Worktag**: Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note**: Only some agencies use worktags.

5. Repeat the steps above to enter any other leave, as needed.
**Title:** Request Partial or Full Day Off for 3rd Shift Employees

**Role:** Employee

**Functional Area:** Time Tracking

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6. When you are finished entering time, click the Next button. Enter Time Confirmation Page

7. Review the Daily and Week totals.
   - The Daily Totals section displays the number of hours entered by day for the week including leave.
   - The Week Totals section displays the hours entered for time off in the Time Off category. If Unpaid leave was taken, the Total Paid hours will be decreased by the number of hours for leave without pay. **Note:** The screen shot above shows paid time off taken.
• If you need to make changes to the timesheet, click the Back button.

8. Click the Save button.

**IMPORTANT:** You’ll lose the time you just entered if you leave this page without saving.

9. Once time is entered for the pay period, the timesheet should be submitted for approval.

**Information:** If time off is requested in the future, save and submit the time for approval. Time Off reported displays on your manager’s Team Time Off Calendar.

10. The System Task is complete.