Entering Leave Time on Your Timesheet

This ONLY refers to sick and vacation time

- Verify your leave request has been approved by your manager.
- Click the pencil icon on your current timesheet to add the time. (see screenshot below)

Confirm the status of COMPLETED for your leave request BEFORE attempting to enter it in your timesheet

- Click on the arrow under PROJECT to select your type of leave (sick or vacation) from the drop-down menu. **For this example**, the screen shot below will show SICK time.

Time – Timesheet for Moran, Nancy (3/16/2024 - 3/31/2024)

Approved Leave Requests

	DATE RANGE	HOURS	STATUS		COMMENTS
🔍	3/27/2024 — 3/28/2024	16	COMPLETED	3/19/2024 3:55 PM	TEst sick time

	PROJECT	TASK	PAY CODE	SAT 16	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	SUN 31	TOTALS
🗑️🔍	▼	▼	▼																	

ESI G&A G&A
ESI SICK_LEAVE Sick Leave

| 1 | | | | | Totals: | | | | | | | | | | | | | | | 0 |

Comments:

[Save] [Submit] [Preview] [My Projects]

- Ensure your dates match with your leave request. See screen shot below:

Time – Timesheet for Moran, Nancy (3/16/2024 - 3/31/2024)

Approved Leave Requests

	DATE RANGE	HOURS	STATUS		COMMENTS
🔍	3/27/2024 — 3/28/2024	16	COMPLETED	3/19/2024 3:55 PM	TEst sick time

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🗑️🔍	ESI SICK_LEAVE Sick Leave ▼	▼	SICK ▼												8	8				16
🗑️🔍	▼	▼	▼																	
1							Totals:								8	8				16

Comments:

[Save] [Submit] [Preview] [My Projects]

These hours MUST match the leave request.

- Ensure you have entered the hours you have worked for each project(s) you are assigned to.
- Click SAVE
- Repeat these steps if you need to enter vacation time.