



EMPLOYEE SELF SERVICE REPORTING MASS SICK LEAVE TIME USING A TIMESHEET *QUICK REFERENCE GUIDE*

Navigation

Use the breadcrumb menu as shown below to navigate to your Timesheet:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet Reporting Overview

The Timesheet Page (example below of a **non benefitted employee with a schedule**) reporting sick time. Please note that the day the sick time is being reported the total hours need to make up the employees schedule for that day. Example below, employee is scheduled to work 4 hours on Monday. Is out sick 1.6 hours the additional 3.2 hours needs to be put in as REE.

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 07/12/2015 📅 ↻

Scheduled Hours 24.000 Reported Hours 24.000

From Sunday 07/12/2015 to Saturday 07/18/2015 ?

Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Total	Time Reporting Code	*Taskgroup
	1.600						1.600	MSNB - Mass Sick Non_Ben	UM_EXP
	3.200	4.800	4.800	4.800	4.800		22.400	REE - Reg Pay Non Teachg AltRet Elig	UM_EXP

The Timesheet Page (example below of a **non benefitted employee who is a positive reporter**) reporting sick time. Please note there are different time reporting codes for Family Sick and Sick Time.

Select Another Timesheet

*View By Week Previous Week Next W

*Date 07/12/2015 📅 ↻

Reported Hours 20.000

From Sunday 07/12/2015 to Saturday 07/18/2015 ?

Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Total	Time Reporting Code	*Taskgroup
	1.000						1.000	MFSNB - Mass Family Sick Non-Ben	UM_POS
		1.000					1.000	MSNB - Mass Sick Non_Ben	UM_POS
	3.000	3.000	4.000	4.000	4.000		18.000	REE - Reg Pay Non Teachg AltRet Elig	UM_POS



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| <ol style="list-style-type: none"> 1. Select the Date: Change the displayed dates using the icon. Once the date is set click the icon to refresh the page. 2. Enter Your Time: Enter the hours you wish to report within a row. If time is split under multiple reporting codes, use additional rows to organize the report. | <ol style="list-style-type: none"> 3. Time Reporting Code: Use the dropdown menu to select a value for the time entered within the row. If you require assistance clarifying a code, ask your manager for assistance. 4. Click submit: Click to process your timesheet. Once submitted, a confirmation page will appear stating your time has been successfully entered. |
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Mass Sick Leave Time Reporting Codes

Em Code	Sick TRC	Descr	Family Sick TRC	Descr
RFT	MSFAC	Mass Sick Faculty	MFSFA	Mass Family Sick Faculty
RL5	MSNB	Mass Sick Non_Ben	MFSNB	Mass Family Sick Non-Ben
REE				
SSH	MSSS	Mass Sick Student Summer	MFSSS	Mass Family Sick Student Summer
SSW				
ASH	MSSTU	Mass Sick Student	MFSST	Mass Family Sick Student
AWS				
RAC				
RAW				
STC				
SYH				
SYW				
GRG	MSGRD	Mass Sick Grad	MFSGD	Mass Family Sick Grad
GRW				