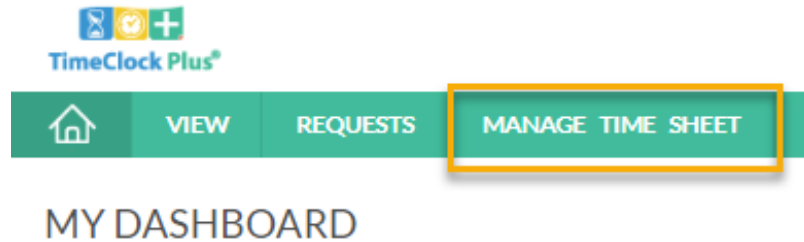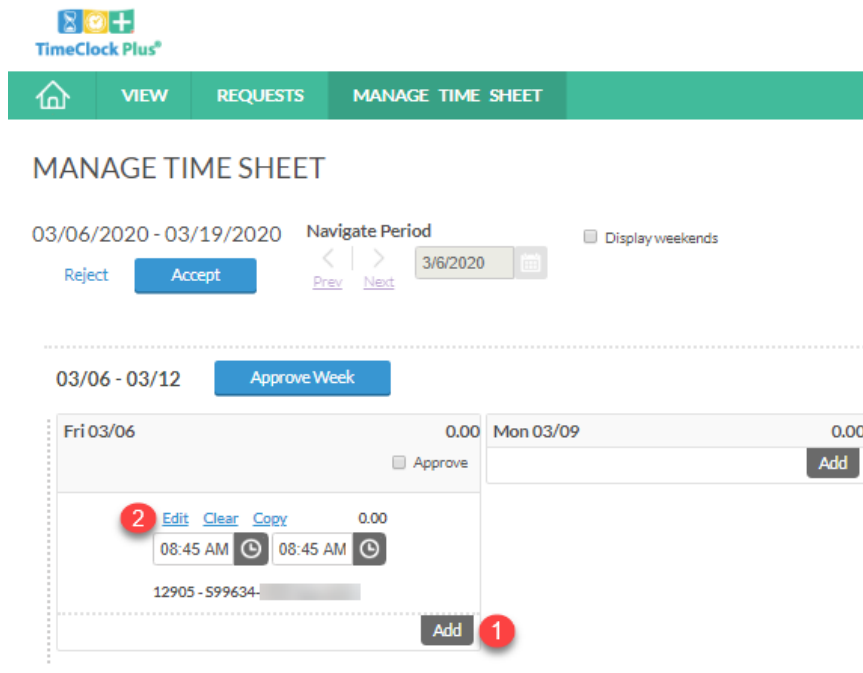# How to Enter Time in TimeClock Plus During the Pandemic Response

How to Enter Hours if Sick Using 'SC2' – Sick Leave Balances will not be Deducted.

1. Access TimeClock Plus through the TimeClock Plus chiclet in PirateNet or through the SHU Portal under the Profile tab.

2. Access your timesheet.

3. Once your timesheet appears, click 'Add' and then 'Edit'.

4. Enter 'Time in' and 'Time out' based on the hours normally worked.
    a. Select the 'Pay Type/Position' as 'SC2-COVID-SICK-Exception'
    b. Click 'Save'.

5. Repeat these steps for any day used for Sick time.
    a. *This earn code should only be used if you are sick effective as of March 11, 2020.*

<mark>***How to Enter Hours if Working on Campus or Remotely.***</mark>
1. Access TimeClock Plus through the TimeClock Plus chiclet in PirateNet or through the SHU Portal under the Profile tab.

2. Access your timesheet.

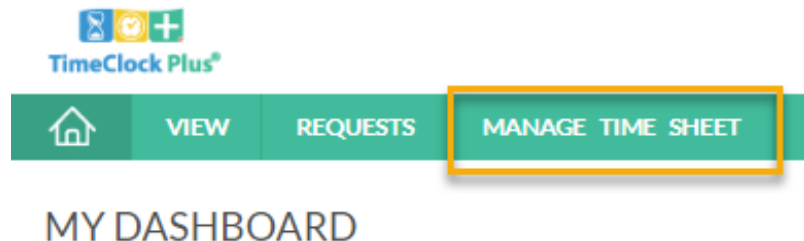3. Once your timesheet appears, click 'Add' and then 'Edit'.

4. Enter 'Time in' and 'Time out' based on the hours you worked for the day. If you took a lunch enter two shifts, before and after your lunch.
   a. Select the 'Pay Type/Position' as you normally do, which includes your Position Number and your Job Title.
   b. Click 'Save'.

5. Repeat these steps for the remainder of the days in the pay period that you worked either on campus or remotely.