

Entering Missed Sick Time

Student Employees earn one (1) hour of paid sick leave for every 30 hours worked. Additional information regarding the University's Sick Leave policy can be found online at <https://www.shu.edu/policies/sick-leave.html>. In the event that you did not log Sick Time for a previous pay period, you **MUST** enter it in the next period using the Missed Sick - Prior Paypd Earn Code. This is **ONLY** for time for which you were scheduled to work and were unable to in accordance with the Sick Leave Policy that you did not log in the prior pay period.

1. Click on the first day of the pay period (Friday) to enter hours

2. Select **Missed Sick - Prior Paypd** from the *Earn Code* dropdown

3. Enter the total number of Missed Sick Hours in the *Units* box. Be careful of minutes when logging this time

- **Example:** 3 hrs 15 minutes = 3.25 hrs

Click **Save** when complete.

4. Continue to log your hours for the pay period. Once complete, click **Preview** to review your timesheet. On the Preview, you will see a **Comment** box. You **MUST** detail the Missed Sick Hours in this **Comment** box, including the dates and times, prior to submitting.

- **Sample Comment:** 2 Missed Sick Hours, 5/18/26 9:00am-11:00am (2 hrs)

This screenshot shows the top portion of the timesheet entry interface. At the top, there's a calendar view for the week of 05/22/2026 to 05/28/2026, with Friday the 22nd selected. Below the calendar is the 'Add Earn Code' section. The 'Earn Code' dropdown menu is open, showing options: 'Regular Pay - Student', 'Missed Hours - Prior Payperiod', 'Student Sick Leave', and 'Missed Sick- Prior Paypd'. The 'Start Time' and 'End Time' are both set to '10:00am', and the 'Units' field is set to '0.00'. There are 'Add More Time' and 'Add More Units' buttons. At the bottom right are 'Cancel', 'Save', and 'Preview' buttons.

This screenshot is similar to the previous one, but the 'Missed Sick - Prior Paypd' option is now selected in the 'Earn Code' dropdown. A red arrow points to this selection. The 'Units' field remains at '0.00'. The 'Preview' button is now visible at the bottom right.

This screenshot shows the 'Units' field in the 'Add Earn Code' section highlighted with a red arrow. The 'Earn Code' is still 'Missed Sick - Prior Paypd'. The 'Preview' button is visible at the bottom right.

This screenshot shows the 'Time Entry Detail' and 'Summary' sections of the timesheet. The 'Time Entry Detail' table shows three entries for 05/22/2026, all for '17K, Regular Pay - Student' with 2.00 units each. The 'Summary' table shows a total of 2.00 units for 'Missed Sick- Prior Paypd' and 4.00 units for 'Regular Pay - Student', totaling 6.00 units. Below the summary is the 'Routing and Status' section, which shows the timesheet is 'Original' and 'Submitted By 05/05/2026, 12:00 PM'. At the bottom is a 'Comment (Optional):' box with a red arrow pointing to it, containing the text 'Missed Sick Hours 05/18/26 9:00am-11:00am (2 hrs)'. At the very bottom are 'Return', 'Details', 'Submit', and 'Delete' buttons.