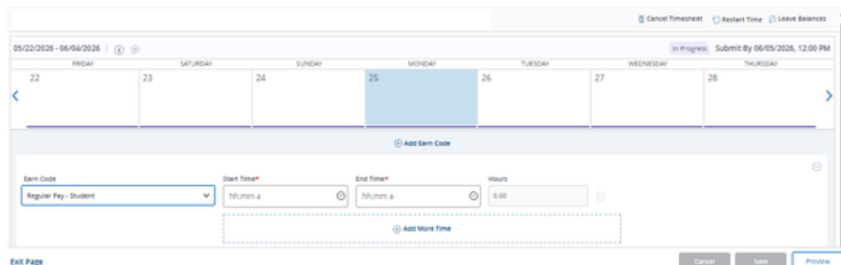


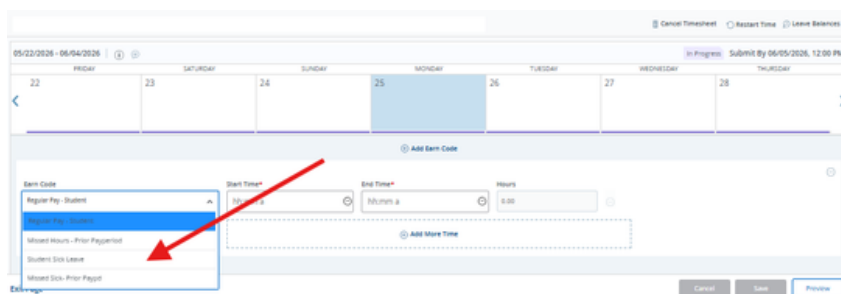
Entering Sick Time

Student Employees earn one (1) hour of paid sick leave for every 30 hours worked. “Work” does not include holidays, vacation, lunch hour, illness and similar reasons. Additional information regarding the University’s Sick Leave policy can be found online at <https://www.shu.edu/policies/sick-leave.html>. As a Student Employee, you must log Sick Time using the Sick Time Earn Code.

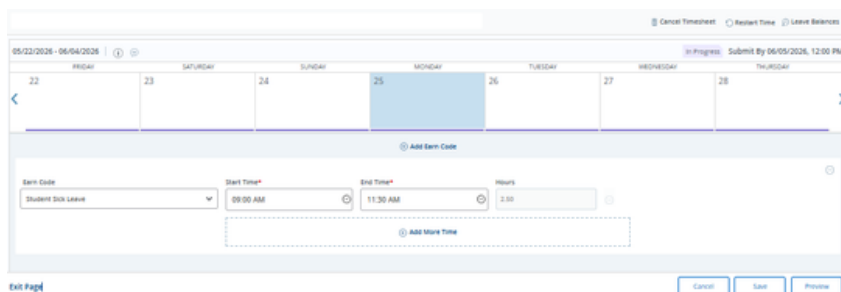
1. Click on day that you were out to log your Sick Time.



2. Select **Student Sick Leave** from the Earn Code dropdown.



3. Enter the Start and End times for your the day for your Sick Time. Click **Save**.



4. Continue to enter your time for the pay period. When complete, click **Preview**. On the Preview of your timesheet, you will see your Sick Time logged under the SSK - Student Sick Leave earn code prior to submitting.

Time Entry Detail			
Date	Earn Code	Shift	Total
05/25/2026	SSK, Student Sick Leave	1	2.50 Hours

Time Information								
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out
05/25/2026	SSK, Student Sick Leave	1	2.50	09:00 AM			11:30 AM	

Summary				
Earn Code	Shift	Weeks	Week	Total
SSK, Student Sick Leave	1	2.50		2.50 Hours
Total Hours		2.50		

You should ensure that you have earned enough Sick Leave hours prior to logging your time. Your can see this via your Leave Balance and can speak with your Supervisor to confirm.

Sick Time should only be used to log time that would otherwise have been worked but was missed due to a reason in accordance with the University Sick Leave Policy.