

Entering Monthly Time and Attendance

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Monthly Timeline

- Employees will have access to enter time by the first day of each month. (example: January 1).
- Employees will have until the 10th day of the next month to input leave time. (example: January's time must be entered by February 10).
- Managers will have until the 15th of the following month to complete approvals. (example: January's time must be approved by February 15).

FYI...

- After manager approval is saved, the employee cannot make changes to leave time.
- The manager has the option of un-checking the approval box and saving again to allow the employee to make adjustments to his/her leave time.
- After the employee has made the needed modifications, the manager should re-check the approval box and save it.
- To use sick time: the first 8 hours of leave taken for illness is classified as personal leave; anytime after 8 hours can be classified as sick time.

Basic Navigation

Home > USM Self Service > Monthly Time and Attendance


Recording Leave Time (Vacation and Sick)

1. Month: Using the calendar month numbers, enter appropriate number. (example: 1 = January, 6 = June, 12 = December)
2. Calendar Year: Select the appropriate year.
3. Click on the **Search** button.


Monthly Time and Attendance

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**



Month: begins with  1

EmplID: begins with

Calendar Year: =  2

Approved: =

3 **Search** **Clear** [Basic Search](#)  [Save Search Criteria](#)

4. From Date: Enter the date your leave time began or use the  search to identify the date.
5. To Date: Enter the date your leave time ended or use the  search to identify the date.
6. Hours Taken: Enter the hours taken (in whole hours).
7. Plan Type: Enter 50 for sick time or 51 for vacation time.

NOTE: If no time has been taken off during the month, at the end of the month, click on the “No Leave Taken” box and save the info.

8. Click the **Save** button.

NOTE No Leave Taken

Leave Find First 1 of 1 Last

*From Date: 05/19/2008 Monday *To Date: 05/19/2008 Monday *Hours Taken: 2

*Plan Type: 51 VAC Personal Leave

Total Hours Taken this Month

Total Personal (VAC) Hours: 2
Total Sick (SCK) Hours: 0

Managers Approval Section
 Approved

Process Information
 Processed Process Date:

8 Save Return to Search Notify

Scenarios for Entering Leave Time

Scenario 1: Taking sick time

1. To use sick time: the first 8 hours of leave taken for illness is classified as personal leave; anytime after 8 hours can be classified as sick time.

Leave Find First 1-2 of 2 Last

*From Date: 05/28/2008 Wednesday *To Date: 05/28/2008 Wednesday *Hours Taken: 8

*Plan Type: 51 VAC Personal Leave

*From Date: 05/29/2008 Thursday *To Date: 05/29/2008 Thursday *Hours Taken: 8

*Plan Type: 50 SICK Medical Leave

Scenario 2: Consecutive personal or sick time in one week

1. Taking consecutive time during the normal work week (Monday thru Friday) should be entered on one line per plan type.
2. Personal and sick leave will be entered on separate lines.

Line	From Date	To Date	Hours Taken	Plan Type	Leave Type
1	05/19/2008	05/23/2008	40	51	Personal Leave
2	05/28/2008	05/28/2008	8	51	Personal Leave
2	05/29/2008	05/29/2008	8	50	Medical Leave

Scenario 3: Non-consecutive personal or sick time in one week.

1. Non-consecutive time taken in the same week should be entered on separate lines.

Line	From Date	To Date	Hours Taken	Plan Type	Leave Type
1	05/28/2008	05/28/2008	8	51	Personal Leave
2	05/30/2008	05/30/2008	8	50	Medical Leave

Scenario 4: Time off that spans separate weeks

1. Time off that is split over different weeks will need to be entered on two separate lines – one line for each week.

Line	From Date	To Date	Hours Taken	Plan Type	Leave Type
1	05/22/2008	05/23/2008	16	51	Personal Leave
2	05/26/2008	05/27/2008	16	51	Personal Leave

OR

Leave		Find	First	1-3 of 3	Last		
*From Date:	05/22/2008	Thursday	*To Date:	05/22/2008	Thursday	*Hours Taken:	8
*Plan Type:	51	VAC			Personal Leave		
*From Date:	05/23/2008	Friday	*To Date:	05/23/2008	Friday	*Hours Taken:	8
*Plan Type:	50	SICK			Medical Leave		
*From Date:	05/26/2008	Monday	*To Date:	05/27/2008	Tuesday	*Hours Taken:	16
*Plan Type:	50	SICK			Medical Leave		