ALPHA
BUSINESS SOLUTIONS

EMPLOYEE SICK TIME ENTRY

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SUMMARY

This guide is to assist you in navigating and entering Sick Time on timesheets or submitting a Sick Time Off Request within the Dayforce Application.

Overview

Your Sick Time accrual, maximum accrual, and frequency of accrual will be based on the state you work in.

You will not be able to enter sick time or request for sick time if you have not accrued enough balance (hours). The minimum balance will be 0.00 and the system will not allow you to submit a request that would cause your balance to go into negative amounts.

Sick Time – Timesheet Entry

1. Log into Dayforce on your browser (Chrome, Firefox, Safari, Edge, etc.)

2. From your home page, click on the dropdown menu > Employee Timesheet
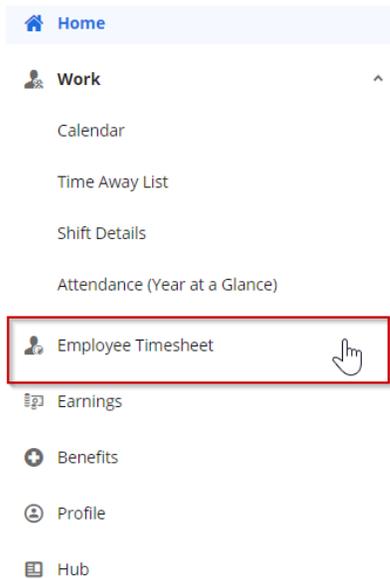
- The current week will load by default. To record your sick time, select the day and then select Add New Pay Adjustment
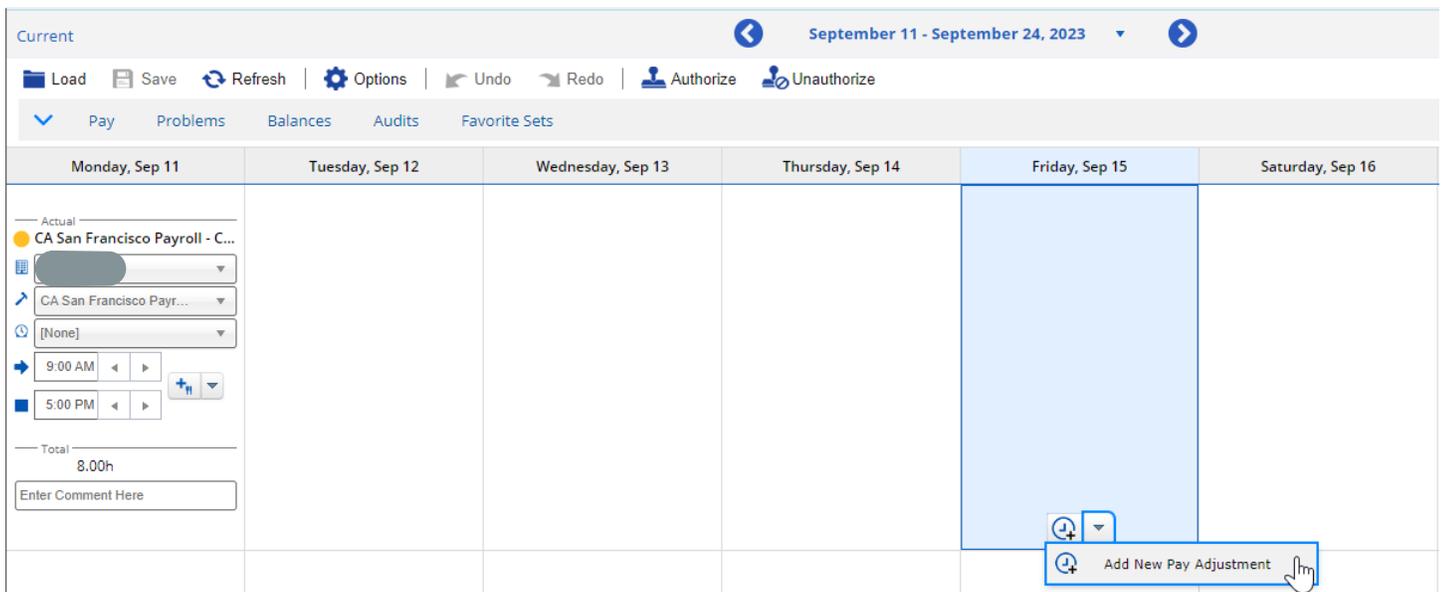
3. A window will appear where you can fill in the details of the sick entry.
   - Select the Pay Adjustment Type of SICK
   - In the Net Hours, fill in the amount of hours you need for SICK
   - You can fill in Comment section with a brief note for your manager's review
   - Select OK once completed

Pay Adjustment - Friday, Sep 15 ✕

Pay Adjustment Type	SICK (Paid) ▼
Job Assignment	CA San Francisco Payroll ▼
Net Hours	8.00 Hours ▼
Comment	
Reference Date	M/d/yyyy 📅

OK   Cancel

4. If you do not have enough balance (hours), you will be met with the error below:
    -   Select the Problems tab at the top to see more details on the error
    -   The error message will state that your entry caused your state's sick balance to fall below the minimum of 0.00

Cannot Save Timesheet ✕

❌ There are 1 critical problems that must be resolved before you can save your changes. Please see the problems pane for more information.

OK

∧	Pay	**Problems**	Balances	Audits	Favorite Sets

		Status	Severity		Message
❌	1 Errors	❌	Critical		▮▮▮▮ s pay adjustment on Friday, September 15, 2023 with pay code SICK (Paid) caused employee balance ▮▮▮▮ Sick - Hours amount to fall below allowed minimum.
⚠	0 Warnings				
ℹ	0 Information				

5. You will need to make the appropriate corrects (enter for less amount of hours or remove the entry) in order to save

6. Once all entries are completed and saved, remember to select the day(s) and authorize your records, then save once more to finalize

Sick Time – Time Off Request

1. Log into Dayforce on your browser (Chrome, Firefox, Safari, Edge, etc.)

2. From your home page, click on the dropdown menu ☰ [ALPHA BUSINESS SOLUTIONS] > Work > Time Away List

   🏠 Home

   👥 **Work**   ⌃

       Calendar

       Time Away List

       Shift Details

       Attendance (Year at a Glance)

   👤 Employee Timesheet

   📄 Earnings

   ‑
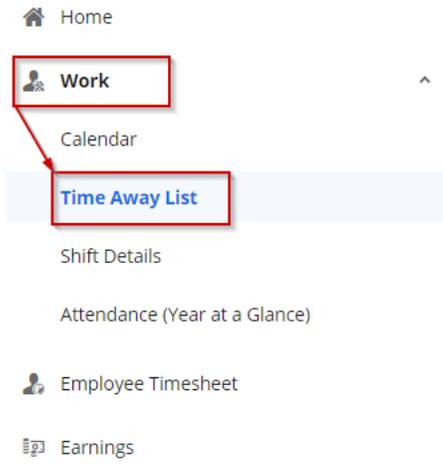
3. On this screen, you will be able to view your balances, submit a time off request, and review your time off request submissions

Type	Unit	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	
CA State Sick - Hours	Hours	Fri, Sep 01, 2023		20.00	0.00	-8.00	12.00	0.00	

   + Request New Time Off

   ⌃ **Balances**

   Summary

   Expiring Transactions

   As of 9/11/2023

   Select Status to Filter: Display All ▾

   | Wednesday, September 13, 2023 | Requested | Approved By | 1 day | 🔶 Pending ⌄ |
   | SICK (Paid) | Monday, September 11, 2023 | | | |
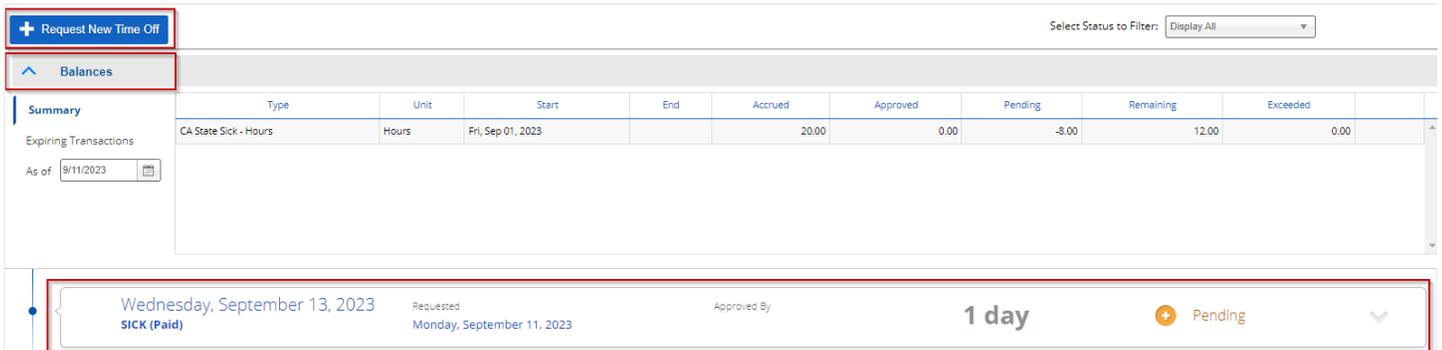
4. To view your balances, select the Balances drop down and you will see a summary of the balance you have, how many hours you have accrued, how many hours have been approved, how many requested hours are pending, and how many are remaining.

5. At the bottom you will see your past submissions and the status of the request

6. Select + Request New Time Off
    -   Select the Reason = SICK
    -   Select the start date and end date of your request
    -   Select the hours for the request
    -   You can fill in the Employee Comments section for your manager's review if needed

Create Time Off Request

Time Requested: **8.00 Hours**   Status: ⊕ Pending

Reason	Start Date	End Date	Type	Remaining	Unit
SICK (Paid) ▼	9/14/2023 📅	9/14/2023 📅	CA State Sick - Hours	4.00	Hours

Hours Per Day

08:00 🕐

Employee Comments

Balances   ⌄

Submit   Close

7. If you do not have enough balance (hours), you will be met with an error: Insufficient Balance and will not be able to submit

❌	1 Errors	⊗	Insufficient Balance	▲
ⓘ	0 Information			
				▼

8. When your manager approves your time off request, you will see a notification in your message center stating the approval:

In the Time Away List, the status of your review will be updated to Approved:

In your Timesheets, the day will have an entry with your manager's authorization: