# Entering Sick and Paid Time Off (PTO) Codes in HRMS

Method 1 Using the Time Entry Screen

1. From the menu on the left or at the top, select *Time Entry—Timekeeper*

2. Change date if needed (default is today). You can enter any date within the pay period. The whole pay period will be selected.

3. Select *Get Empl ID, Get Group ID,* or *Get All Employees* and enter appropriate criteria.

4. Click *Get Employees* bar (employee list will appear on screen).

5. Choose desired employee.
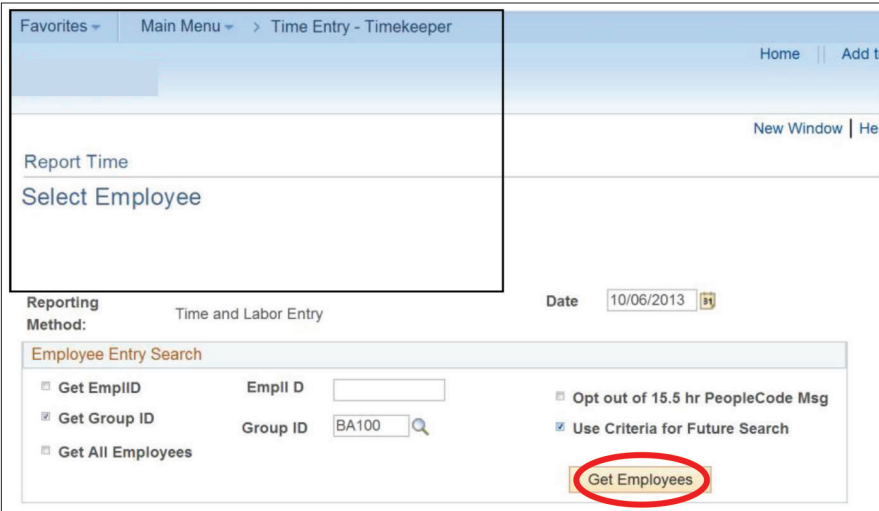
6. Use the lookup (magnifying glass) to select the correct *Time Reporting Code* (sick or PT flash the number of hours taken under the *Amount Hours* column heading. Continue to enter all sick or PTO time as necessary.

7. Click *Save* when completed.

Method 2 Using the Elapsed Time Entry Screen

1. From the menu on the left or at the top, click *Manager Self-Service > Time Management Report Time > Elapsed Time Entry.*

2. Select Criteria (*Time Reporter Group, Empl ID,* or *Last Name*) by using the lookup (magnifying glass) or type in your selection.

3. Change the date if necessary (default date is today).

4. Click *Get Employees* bar (employee list will appear on screen).

5. Choose employee.

6. After the employee is chosen, click on View By and choose *Calendar Period.* This will give you the appropriate time period (salaried or hourly) for the employee.

7. Enter hours as appropriate; tab to the *Time Reporting Code* column and use the drop- down box to enter appropriate code (Sick or PTO). Each code needs its own line.

8. Click *Submit,* then *OK* on the Submit Confirmation page; use the menu at the bottom of the page to navigate.