Entering Sick Leave for Summer Faculty Appointments

Additional Job for Summer

- Sick leave accrual for these summer appointments will need to be posted manually by the Absence Partner
- Posting Sick leave accrual MUST be done be for each summer month, if eligible
- Eligibility is 50% or more (for each month)
- The following should be followed to post sick leave accruals for a 3-month additional job at 100% effort:
  1. Click on the Actions button on the Employee profile page
  2. Go to Time and Leave
  3. And then Maintain Accrual and Time Off Adjustments/Overrides
  4. Select Overrides

  5. The Overrides will automatically post the sick leave hours each month as indicated.
  6. If the position is not 3 months at 100% effort, you will manually post the sick leave accrual at the proportionate rate via the Adjustments tab for each summer month employed.

As you post the sick accrual for this summer, please be sure and check that Summer 2018 accruals were also posted. (It will appear on the Maintain Accrual and Time Off Adjustments/Overrides screen.)