

UEI Timekeeping – Student Sick Leave Balances

A report is available in UEI Timekeeping for supervisors to run that will show the sick leave balances, if any, for their students. The available balance is reported as of the first day of the pay period after the first 30 days of employment. The name of the report is **Sick Balance**. It provides the current balance and does not show sick leave used. The report is updated after every payroll is processed.

Access the report by navigating to Reports > Report Generator > Public Reports > Sick Balance, and then clicking the Preview Tab. (See below.) The default is set to show you all the students you have access to – so usually that is everyone in your account.

The screenshot shows the UEI Timekeeping interface. At the top, the University Enterprises, Inc. Sacramento State logo is visible. The navigation menu includes Attendance, Employees, Reports, and Preferences. The Reports menu is expanded, and the Report Generator sub-menu is highlighted with a red circle. Below the navigation menu, the Reports section is displayed. The left sidebar shows a list of Published Public Reports, with Sick Balance highlighted in green and circled in red. The main content area shows the configuration properties for the Balance Report.ACC: [Sick Balance]. A red arrow points to the Properties tab.

Definition	Name	Sick Balance
Description	Description	Sick Balance
Output Format	Output Format	Adobe PDF View
Primary Filter	Primary Filter	Employee: 7294 Selected
Additional Filters	Additional Filters	None.
Data Selections	Accrual Fields	4 Fields Selected
Date Range	Date Range	Current Pay Period
Primary Sort	Primary Sort	None
Additional Sort	Additional Sort	1 Selected
Additional Options	Page Breaks	None
	Decimal Places	2
	Include sub-totals and grand totals on report	No.
Publish To	Published To	Public
	Shared with	All Supervisors
Report Schedule Options	Report Schedule Options	Report Scheduled: No

For additional assistance in running and configuring TimeOnline reports, please see the Supervisor tutorial pages at www.enterprises.csus.edu/payroll/timekeeping.

Continue to next page for additional information on reviewing sick leave by timesheet.

Student Sick Leave Balances continued

You can also see an employee's balance by going to the Attendance tab and selecting Accruals. In the left column you select the employee you want to research. Use the number under *Available* in the *Accruals*.

NOTE: Students are able to use up to 24 hours of their available sick time in a calendar year. Any remaining balance is carried over for use in the following year. To see all sick time used in the current calendar year go to the "attendance tab" then select "history" to view a calendar summary of sick and work hours recorded to date. Days when sick hours were used are highlighted in red. Click on the day highlighted to view the number of hours previously used and no longer available for the current calendar year."

The screenshot displays the HR system interface for Sacramento State. The top navigation bar includes 'Attendance', 'Employees', 'Reports', and 'Preferences'. The 'Attendance' tab is active, showing 'Accruals' and 'History' sub-tabs. The 'Accruals' sub-tab is selected, showing a table with the following data:

Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Activity Date	Notes
[3]SICK	08/01/2016	+	2.52	2.52	08/11/2016	Import Balan
2016 Subtotal						
Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust
08/01/2016	SICK	+	2.52	0.00	0.00	0
07/16/2016	SICK	+	0.00	0.00	0.00	0

The 'History' sub-tab shows a calendar for 2020. The 'Available' column in the Accruals table is circled in red. The 'History' calendar shows days highlighted in red, indicating sick leave usage. A red arrow points to the 'Accruals' sub-tab, and another red arrow points to the 'Available' column. A red circle highlights the 'Available' column value '2.52'.

If you have any questions regarding any of this information, please contact Payroll Services at (916) 278-7427 or by email at UEIPayroll@csus.edu.