

## Employee Guide: How to Submit myHR Paid Sick Leave Requests

PROCEDURES	RESOURCES
<p><b>Eligible employees can submit paid sick leave requests for accrued sick hours available in myHR Self Service.</b></p> <ol style="list-style-type: none"> <li>1. Follow department protocol to report absence to supervisor.</li> <li>2. Enter and submit completed work hours for the current biweekly pay period in Kronos.</li> <li>3. Review available accrued sick hours in myHR Self Service.</li> <li>4. Enter and submit paid sick leave request for the current biweekly pay period in myHR Self Service.</li> </ol> <p><i>Note: Supervisor must approve work hours in Kronos Timekeeping and paid sick hours in myHR Manager Self Service on the Monday deadline.</i></p>	<p><a href="#">Submit Work Hours: Kronos Timecard</a></p> <p><a href="#">Submit Sick Hours: myHR Self Service</a></p> <p><a href="#">Department Guides &amp; Procedures</a></p> <p><a href="#">Assistance: myHR Open Lab &amp; Training</a></p> <p><b>Questions?</b> Please contact the myHR Help Desk at 847-467-8000 or email <a href="mailto:myHRhelp@northwestern.edu">myHRhelp@northwestern.edu</a>.</p>

### NON-BENEFIT ELIGIBLE PAID SICK LEAVE POLICY

Non-benefit eligible employees are covered by the Non-Benefit Eligible Paid Sick Leave Policy, *more details here*. Effective July, 1 2018, this policy covers non-benefits eligible staff and student workers including part time staff, temporary and student staff, college work-study, and some graduate students with paid positions not related to their academic studies.

To qualify for paid sick leave, a staff member and student worker must meet the service requirement and work 80 hours in any 120-day period. Once eligible, for every 40 hours worked, non-benefits eligible staff members and student workers earn one hour of paid sick leave in full hour increments. The maximum amount of paid sick leave that non-benefits eligible staff and student workers can earn is 40 hours per 12-month period. *Please see [FAQ document](#).*

***Northwestern University provides paid time away from work as a form of income protection for non-benefits eligible staff members and student workers who are unable to work because of illness or injury.***

### STEP ONE: Follow department protocol to report absence to supervisor.

The Chicago and Cook County paid sick leave ordinances require employers in Chicago and Cook County to provide paid sick time off to staff and student workers for sick leave purposes. Supervisors may not require that the documentation specify the nature of the injury, illness, or condition. Supervisors cannot deny paid sick leave or delay wages due to not yet receiving documentation.

***Departments have the discretion to set internal protocol for excused absences.***

Per policy, earned sick time may be used for absences due to personal illness or injury, or to receive medical care, treatment, diagnosis or preventive medical care, or when a family member is ill or injured or to care for a family member receiving medical care, treatment, diagnosis or preventive medical care or if staff member or student worker or staff's or student worker's family member are victims of domestic violence.

*Please see [Staff Handbook](#) and [Temporary Staff Handbook](#) for paid time away from work guidelines.*

**STEP TWO: Enter and submit completed work hours for the current biweekly pay period in Kronos.**

*Completed work hours are submitted and approved in Kronos Timekeeping.*

**STEP THREE: Review available accrued sick hours in myHR Self Service.**

1. Go to [myhr.northwestern.edu](http://myhr.northwestern.edu) to login to myHR Self Service with your NetID and Multifactor Authentication. Once on the myHR Self Service page, select the **Pay** tile.
2. On the left navigation bar, click the **My Sick Time Request** page. The **“My Sick Hours Requested”** tab will appear.

*Paid sick leave requests and accrued sick hours are stored within myHR Self Service.*

*Note: This page only appears for qualified employees. If you do not see the “My Sick Time Request” page, you may not have met the service requirement for the benefit.*

3. Review accrued sick hours below the Request Table as Carry Over Hours, Hours Earned YTD, Hours Taken, and Available Hours. **Available Hours** will indicate accrued sick hours available.

Job Record	Department ID	Department Name	Sick Day Requested	Sick Hours Requested	Supervisor Name		
<input type="text"/>			<input type="text"/>	<input type="text"/> 0.00			
Carry Over Hours:		Hours Earned YTD: 11.00		Hours taken:		Available Hours: 11.00	

*Note: Hours Taken and Hours Available are updated nightly. If paid sick leave requests are submitted, the Hours Taken and Available Hours fields will not reflect current data until the next business day.*

4. Review paid sick leave Request history on the **Sick Hours Taken** tab to view pending, approved, and/or denied requests.
5. If accrued sick hours are available, proceed to step 4 to use this benefit.

*Note: If sick hours are not available, staff members and student employees must take the excused absence as unpaid time away from work.*

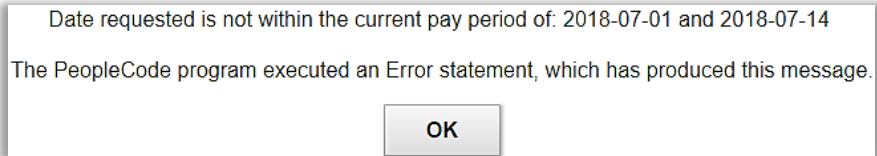
**STEP FOUR: Enter and submit scheduled sick hours for the current biweekly pay period in myHR Self Service.**

1. If accrued sick hours are available to use, paid sick leave requests are submitted on the **“My Sick Hours Requested”** tab.
2. Select the **Job Record** to indicate the job and department responsible for the scheduled hours missed. The **Department ID** and **Department Name** will appear.

*Scheduled paid sick leave requests are submitted and approved in myHR Self Service.*

*Note: Only active Job Records will appear. If unsure which Job Record to select, please confirm with your Kronos Supervisor for the role.*

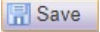
3. After the Job Record is selected, submit the **Sick Day Requested**. Paid sick leave requests must be submitted during the current pay period; future requests cannot be submitted.



*Note: Error messages will appear if outside of the current pay period. If the pay period has closed, work with Kronos Supervisor; Supervisors must submit a retroactive request on the Manager Self Service Page.*

4. Submit the **Sick Hours Requested** based on the scheduled hours missed and available accruals. Sick hours may be submitted as whole numbers or to the tenth of an hour (i.e. 2.5 hours).

*Note: Only available accrued sick hours may be used for paid sick leave.*

5. If more than one job or day was missed during the current pay period, click “+” to add a new row. Follow steps #2-4 for each job and/or corresponding dates.
6. Click  Save to submit the request. The request will appear on the “**Sick Hours Taken**” tab as “Pending” status. Once a request is in “Pending” status it cannot be edited.
7. A confirmation email will be sent to the Kronos Supervisor and Backup Kronos Supervisor for each paid sick leave request.
8. The paid sick leave request will also be routed for approval to the Kronos Supervisor immediately. Requests to Backup Supervisors are delayed until the next business day on a nightly report.