Northwestern | OFFICE OF HUMAN RESOURCES

Supervisor Guide: How to Approve Paid Sick Leave in myHR

PROCEDURES	RESOURCES
Supervisors must approve paid sick leave hours in myHR Manager Self Service by the Monday timecard deadline. 1. Follow department protocol for excused absences. 2. Review and approve completed work hours for the current biweekly pay period in Kronos. 3. Review and approve paid sick leave request(s) for the current biweekly pay period in myHR Manager Self Service. 4. If necessary, review accruals, historical requests, or submit a retroactive sick leave request on behalf of your employee.	Approve Work Hours: Kronos Approve Sick Hours: myHR Department Guides & Procedures Assistance: myHR Open Lab & Training **Questions?** *Please contact the myHR Help Desk at 847-467-8000 or email myHRhelp@northwestern.edu.*

NON-BENEFIT ELIGIBILE 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.

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: Review and approve work hours in Kronos for the current biweekly pay period.

1. Access Kronos with your NetID and password while using an on-campus computer or using VPN. Here supervisors will see a list of all biweekly employees they supervise or act as a backup supervisor for.

   Completed work hours are submitted and approved in Kronos Timekeeping.

   - Java Login: https://www-kronos.itcs.northwestern.edu/wfc/logon/
   - Non-Java/Mac Login: https://www-kronos.itcs.northwestern.edu/wfc/applications/wtk/html/ess/logon.jsp
2. View the employee's complete timesheet.
   - Java Login: Double-click the employee's name.
   - Non-Java Login: Single-click the employee's name and select the Timecard link in the top left corner.
3. Review the employee's timesheet for accuracy and make edits as necessary. Only completed work hours will appear in Kronos.
   a. To edit hours on a timesheet, select the work day field located under the appropriate date column and "Hours Worked" row. Enter the number of hours worked for that day, and any other changes you wish to make. When finished, click the Save button.
4. Approve the employee's timecard. Note: Once the timecard is approved by the supervisor, the employee cannot make changes unless the approval is removed.
   - Java Login: Click Approvals and then Approve.
   - Non-Java Login: Click the Approve button.

STEP THREE: Review and approve scheduled sick hours in myHR for the current biweekly pay period.

1. Once your employee makes the request in myHR, the Primary and Backup Kronos Approvers will receive an email indicating there is an approval pending.
2. On the Manager Self Service page, select the **Approvals** tile.
3. Click on **Paid Sick Time** to review requests.
4. On the Manager Self Service page, select the **Paid Sick Time Entry** tile.
5. Review the request and either select "Approve" or "Deny".

**Please note if you are a Backup Kronos approver and this is the first request you have received, the system will take 2 days to apply the necessary security to grant you access. Primary approves will get it automatically upon request.

Approvals

Paid Sick Time Entry
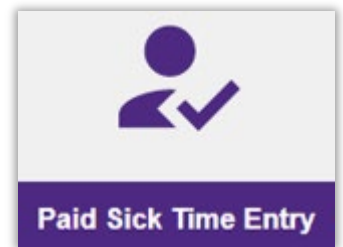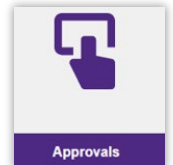
Nw Sick Approvals

Personalize | Find | 🔲 | 📊   First ◀ **1 of 1** ▶ Last

Empl ID	Employee Name	Job Record	Department ID	Department Name	Sick Day Requested	Sick Hours Requested	Approved	Deny
	Maize,Thomas	0	463003	MED-Cntr for Education in Med	08/15/2018	1.00	Approved	Deny

Northwestern | OFFICE OF HUMAN RESOURCES

STEP FOUR: Reviewing your Employee's Sick Bank and Entering Time on their Behalf

1. Log into myHR Production.
2. On the Manager Self Service page, select the **Paid Sick Time** tile.
3. Search for your Employee
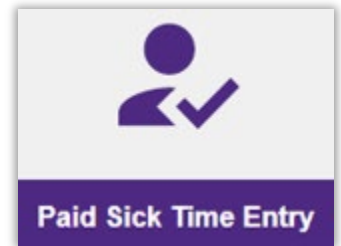
Paid Sick Time Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Empl ID ▼ begins with [   ]

[Search] Advanced Search

Paid Sick Time Entry

4. Select the correct **Job Record Number**

Empl ID [   ]   Name [   ]

		Personalize | Find | ▣ | 📊	First ◁ 1 of 1 ▷ Last			
Job Record	Department ID	Department Name	Sick Day Requested	Sick Hours Requested	Supervisor Name		
[▼]				0.00		➕	➖

Carry Over Hours: Hours Earned YTD: 4.00   Hours taken: Available Hours: 4.00

5. Input the **Sick Day Requested** and **Sick Hours Requested**

Empl ID [   ]   Name [   ]

			Personalize | Find | ▣ | 📊		First ◁ 1 of 1 ▷ Last		
Job Record	Department ID	Department Name	Sick Day Requested	Sick Hours Requested	Supervisor Name		
0 ▼	463003	MED-Cntr for Education in Med	08/12/2018 📅	1.00		➕	➖

Carry Over Hours: Hours Earned YTD: 4.00   Hours taken: Available Hours: 4.00

6. Hours your employee has taken can be viewed on the **Sick Hours Taken** tab.

My Sick Hours Requested | **Sick Hours Taken**

Empl ID [   ]   Name [   ]

			Personalize | Find | ▣ | 📊	First ◁ 1 of 1 ▷ Last		
Job Record	Department ID	Department Name	Sick Day Requested	Sick Hours Requested	Supervisor Name	Sick Request Status
0	463003	MED-Cntr for Education in Med	08/12/2018	1.00		Approved

***Note that any sick time entered in by a manager will automatically be approved.**