

# ARTICtime Chicago Paid Sick Leave Quick Start

## Chicago Paid Sick Leave

- The usage of paid sick leave is available to employees not eligible for PTO time.
- Eligible employees will accrue 1 hour of paid sick leave for every 35 hours worked.
- All hours need to be recorded in elapsed time and must be recorded in full hour increments (i.e.: 1.00, 2.00).
- Employees should not record more paid sick leave than their normally scheduled hours.

## Who can record Chicago Paid Sick Leave on timesheet

- The employee, timekeeper, supervisor, alternate supervisor, and department head can record these hours.
- Departments will determine who should record these hours.
- The ability to request SICK hours will be available in ARTICtime. Once a request is approved the hours will automatically appear on the employee's timesheet.

## How to login to Dashboard

- User ID and password is the same as the ARTIC Account and password (same as your PeopleSoft Self-Service login).
- **Dashboard URL:** [artictime.artic.edu](http://artictime.artic.edu)

## How to view and enter hours

### Time Entry Enter My Hours

There are three timesheet views – **List View** (default view), **Table View** (eliminates the need to enter repetitive information) and **Day View** (only view that has the actual clocked in and out time record). All three timesheet views include the following tabs in the bottom panel - **Exceptions, Pay Period Summary, Job Eligibility Info, Schedule and SICK** tabs.

- Click on the drop down box on any row that shows Select a Pay Code. If no row available then click on plus sign in green circle to add a row.
- Select Sick Pay code
- On that line record the number of Paid Sick Leave hours on the appropriate day of week and save timesheet

## How to submit timesheet (only employees currently required to submit)

Click Submit button and follow required steps on **Time Entry  Enter My Hours**

- **Required to submit timesheet no later than Monday at 10:00AM after pay period ends**

## How to print timesheet information

In the Time Entry window, click the **More** button and select **Print**

## How to request SICK

### Schedules My Time Off

- Click Create New Request
- For Pay Code – Select Sick Request
- Change dates as necessary click Next
- Make any changes to hours listed as necessary and click Submit.

- An email is sent to your supervisor to approve or deny your time. User will receive an email once supervisor processes the request. If approved, hours requested automatically are written to timesheet.