

Recording Sick Time in TimeClock Plus

Graduate Assistants, Student Employees and Temporary Staff

The supervisor or department appointed approver will input the sick time on behalf of graduate assistants, student employees and temporary staff.

Student employees and temporary staff will accrue 1 hour of sick pay for every 30 hours worked in TCP.

Graduate Assistants earned sick time is calculated based on the appointment level of their assistantship. This earned sick time is frontloaded at the beginning of each semester.

*If the Graduate Assistant also has a student employee assignment, they will receive additional earned sick time, accrued based on their actual hours worked.

Graduate assistants, student employees and temporary staff can log into TCP to view their accrual banks and see sick time records submitted by their department.

Sick time should be reported in 1-hour increments and not exceed the amount of sick time available in the employee's bank or the employee's work hours for the day.

Please note College Work Study funds cannot be used to pay for time not worked. Therefore, when a student records sick time, the associated cost center linked to the departmental work study account will be used to cover the sick pay. No action is required by the approver.

For more information on the Earned Sick Time Act and when you may use your earned sick time, please refer to [CMU's Michigan Earned Sick Time \(ESTA\) policy](#) or the [Michigan Department of Labor & Economic Opportunity's Earned Sick Time Act \(ESTA\) poster](#).

Procedure

Log in using the following link:

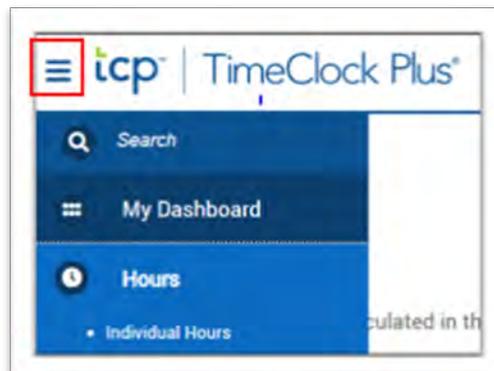
<https://tcp.apps.cmich.edu/manager>

Go to Menu (three bars in the left hand corner)

Select Hours → Individual Hours.

Select the individual.

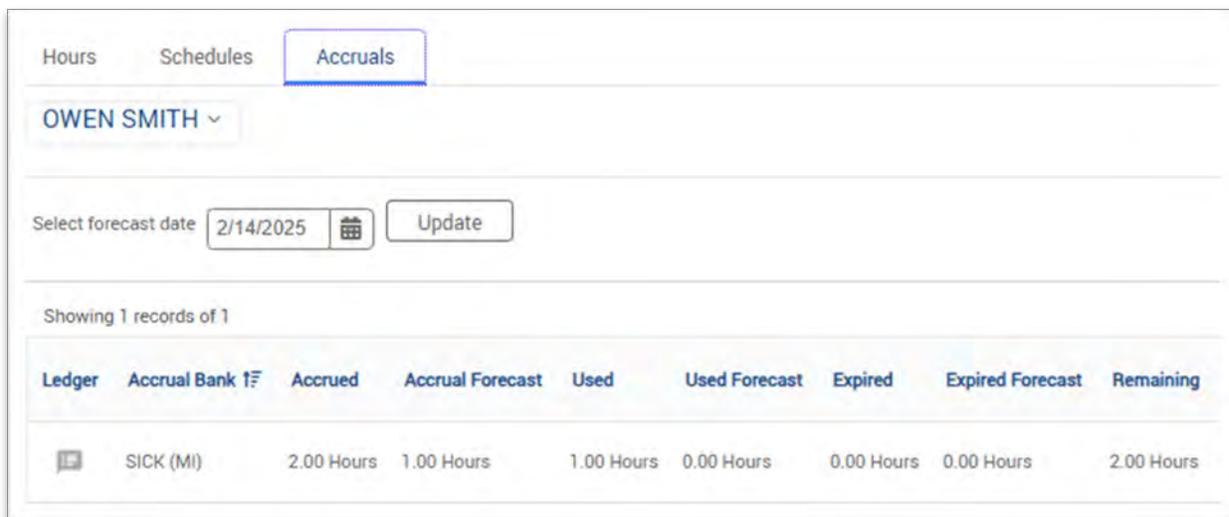
- Use the search located on the individual's hours screen if necessary.



View employee's sick accrual banks

Click on the Accruals tab.

The number of hours listed in the “Remaining” column is what is available for the employee to use. This includes hours granted at the beginning of the semester (GA's), hours earned in prior periods and hours earned in the current period.



The screenshot shows the 'Accruals' tab for employee OWEN SMITH. It includes a 'Select forecast date' field set to 2/14/2025 and an 'Update' button. Below, it displays 'Showing 1 records of 1' and a table with the following data:

Ledger	Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
	SICK (MI)	2.00 Hours	1.00 Hours	1.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	2.00 Hours

To record sick time

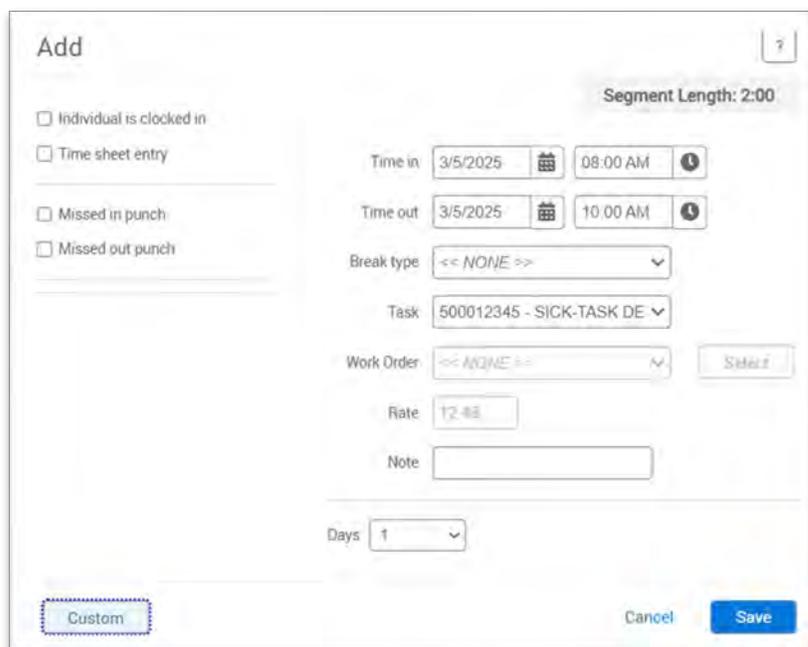
On the Hours tab, select +Add.



In time in and time out, select the date and enter the time frame the employee is using sick time for (time should be reported in 1-hour increments).

Select a Task...

- For student employees and temporary staff, you will use the sick task that correlates to the task the employee would have been working for if they were not absent. For example, if the employee's normal task number is 12345, you will use task 500012345 to record the sick time.



The 'Add' form includes the following fields and options:

- Individual is clocked in
- Time sheet entry
- Missed in punch
- Missed out punch
- Segment Length: 2:00
- Time in: 3/5/2025 08:00 AM
- Time out: 3/5/2025 10:00 AM
- Break type: << NONE >>
- Task: 500012345 - SICK-TASK DE
- Work Order: << NONE >>
- Rate: 12.88
- Note: (empty text box)
- Days: 1
- Buttons: Custom, Cancel, Save

- For every task number the employee is hired with, there will be a sick task code with a preceding 5000.
- For Graduate Assistants, select task “500000000 SICK-GRADUATE ASSISTANT”.

Select Save.

The hours will appear on the timecard. The sick accrual bank will be adjusted.



<input type="checkbox"/>			Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Task	Rate
<input type="checkbox"/>		<input type="checkbox"/>		Y		3/5/2025 08:00 AM	3/5/2025 10:00 AM	2:00	2:00	2:00	500012345 - SICK-TASK DESCRIPTION	12.48

IMPORTANT - Be sure to approve the record before leaving the screen and logging out of TCP.

Select the radio button in the “M” (manager approval) column followed by Apply Changes to approve the record.

