

# Specifying Reasons for Sick Leave

- Click the **Add** hyperlink to add a reason code.

Employee Name

|                          | Work Center | Joc Order | Jc Code | Type                      | Mon  | Tu   | We   | Th   | Fr   | Sa   | Su   | 1    | 2    |
|--------------------------|-------------|-----------|---------|---------------------------|------|------|------|------|------|------|------|------|------|
|                          |             |           |         |                           | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  | Sun  | Sun  |
| <input type="checkbox"/> | WCTEST      | REGULAR   |         | A                         |      | 1.00 | 1.15 | 1.20 | 1.45 |      |      |      |      |
|                          | Sec. Accr   |           |         | None                      |      |      |      |      |      |      |      |      |      |
|                          | User Defn   |           |         | None                      |      | Add  | Add  | Add  | Add  |      |      |      |      |
| <input type="checkbox"/> | WCTEST      | REGULAR   |         | GS                        |      |      |      |      | 2.00 |      |      |      |      |
|                          | Sec. Accr   |           |         | None                      |      |      |      |      |      |      |      |      |      |
|                          | User Defn   |           |         | None                      |      |      |      |      | Add  |      |      |      |      |
| <input type="checkbox"/> | WCTEST      | REGULAR   |         | LS                        |      |      |      |      |      |      |      |      | 0.00 |
|                          | Sec. Accr   |           |         | None                      |      |      |      |      |      |      |      |      |      |
|                          | User Defn   |           |         | None                      |      |      |      |      |      |      |      |      | Add  |
|                          |             |           |         | Schedule Hours            | 1.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 1.00 |
|                          |             |           |         | Accrual to Schedule Hours | 1.00 | 1.00 | 1.15 | 1.20 | 1.45 | 1.00 | 0.00 | 0.00 | 1.00 |

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**Rosina Ehmann**



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