

Timesheet Instructions for Recording Sick Time (for all Non Union & Teamsters)

Log into the Time Sheet Program (timesheets.countyofessex.on.ca), and choose your employee group from the Template drop-down menu:

Select your name or begin typing in the search box and click “Find”:

Surname	First Name	Employee No.	Business Unit	Recent Hire	FT/PT/SE/TP/OI	Status
Adams	David	1447	BLDG	11/22/2013	PT	PERM
Agueda	Nelson	7163	TRANS	10/20/2014	FT	PERM
Alexander	Darren	1619	TRANS	05/02/2016	SE	STUD
Alexander	Roy	7013	TRANS	05/02/1988	FT	PERM
Arsenault	Dawn	8034	EMS	11/10/2008	FT	PERM
Bacon	Jean-Pierre	8161	EMS	01/01/2001	FT	PERM
Bannister	Andrew	1195	EWSWA	05/01/2001	FT	PERM
Bateman	Thomas	6103	TRANS	09/22/2003	FT	PERM
Beattie	Paula	1206	GENGOVT	09/05/1995	FT	PERM
Bechard	Blaine	1624	TRANS	05/02/2016	SE	STUD

Select the current pay period:

info:HR SOFTWARE | About info:HR | HR Department | Logout

COUNTY OF ESSEX

Employee List » Pay Period List » Maodus Audrey (1403) » My Dashboard

Maodus, Audrey (1403)

Pay Period	From Date	To Date	Closed	Status
19	09/05/2016	09/18/2016	No	APPROVED
20	09/19/2016	10/02/2016	No	
1	12/28/2015	01/10/2016	Yes	APPROVED
2	01/11/2016	01/24/2016	Yes	APPROVED
3	01/25/2016	02/07/2016	Yes	APPROVED
4	02/08/2016	02/21/2016	Yes	APPROVED
5	02/22/2016	03/06/2016	Yes	APPROVED
6	03/07/2016	03/20/2016	Yes	APPROVED
7	03/21/2016	04/03/2016	Yes	APPROVED
8	04/04/2016	04/17/2016	Yes	APPROVED
9	04/18/2016	05/01/2016	Yes	APPROVED
10	05/02/2016	05/15/2016	Yes	APPROVED

1 2 3

Select the Year: 2016

1. For your 1st day of missed time due to illness/injury (ex: Monday), zero out/reduce your defaulted Regular hours , select **"1st Day Unpaid Sick "STIPP"**, and enter the number of missed hours.
2. For the 2nd and subsequent days of absence (ex: Tuesday), zero out/reduce your defaulted Regular hours, select **"Subsequent Unpaid Sick Day (STIPP)"** and enter the number of missed hours.
3. For each day of sick time, you may also enter the number of hours you would like to draw from "Incidental Sick Time Bank (Annual)" OR from your existing Sick Time - Bank (Legacy) or other applicable compensatory banks in any combination:

Attendance Reason	Outstanding Entitlement	Monday 10/03/2016	Tuesday 10/04/2016	Wednesday 10/05/2016
+ Regular		0	0	0
+ Vacation Time Taken	53.75			2
+ Lieu Hours Taken	10			5
+ Public Holiday				
+ 1st Day Unpaid Sick "STIPP"		7		
+ Subsequent Unpaid Sick Day "STIPP"			7	7
Attendance Reason	Outstanding Entitlement	Monday 10/03/2016	Tuesday 10/04/2016	Wednesday 10/05/2016
+ Incidental Sick Time (Annual Bank)	15	7	7	
+ Sick Time Taken - Bank (old plan)	0			

IMPORTANT NOTE: If your unpaid sick time is not completely covered by compensatory time, DO NOT ENTER COMPENSATORY TIME ON YOUR TIMESHEET. You MUST contact payroll and complete a BANK PAYOUT REQUEST FORM as this will impact your OMERS. (see STIPP/OMERS information on County Connect). Bank Payout Request forms are available on County Connect, and must be received by payroll no later than 9:00am on the Monday of pay week.