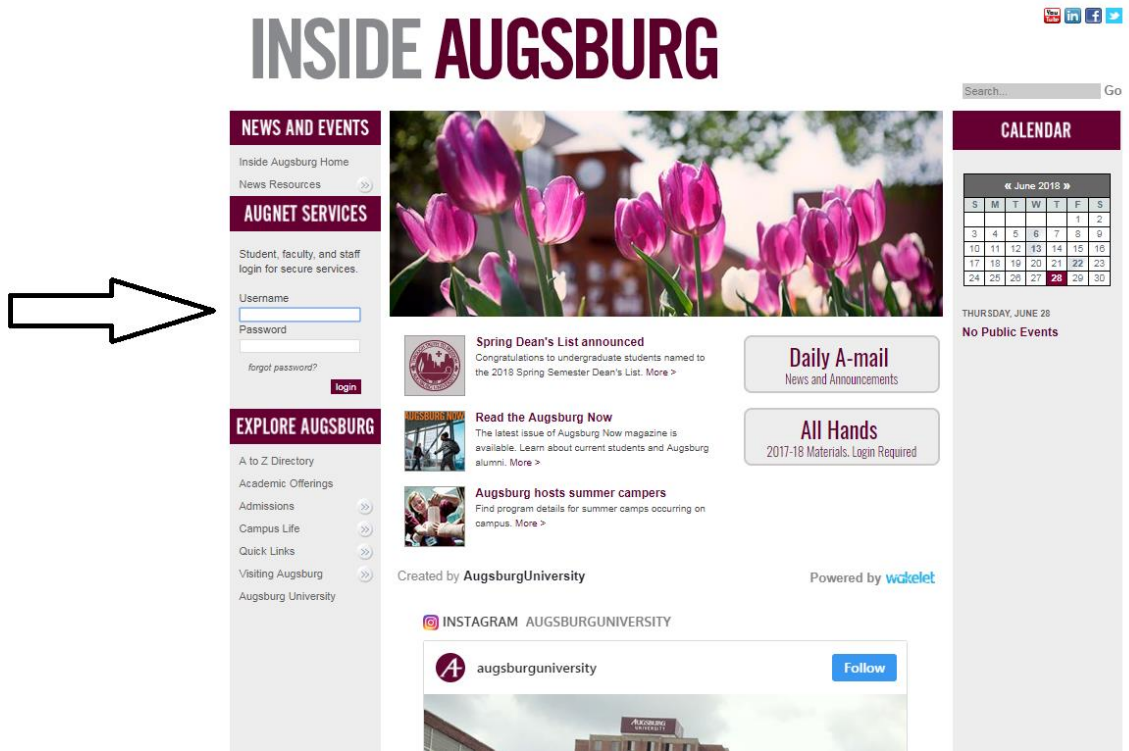


# Student sick pay request

1) Sign into Augnet account



The screenshot shows the 'INSIDE AUGSBURG' website homepage. On the left sidebar, the 'AUGNET SERVICES' section is highlighted with a large white arrow. This section contains a login form with fields for 'Username' and 'Password', a 'forgot password?' link, and a 'login' button. Below the login form is the 'EXPLORE AUGSBURG' section with a list of links: A to Z Directory, Academic Offerings, Admissions, Campus Life, Quick Links, Visiting Augsburg, and Augsburg University. The main content area features a large image of pink tulips, followed by news items: 'Spring Dean's List announced', 'Read the Augsburg Now', and 'Augsburg hosts summer campers'. On the right, there is a 'CALENDAR' section for June 2018, showing 'No Public Events' for Thursday, June 28. Social media links for Instagram and Facebook are also visible.

2) Click on Student Time Sheet Entry



This screenshot is identical to the one above, showing the 'INSIDE AUGSBURG' website homepage. However, the large white arrow now points to the 'AUGNET SERVICES' menu item in the left sidebar. The rest of the page content, including the news items, calendar, and social media links, remains the same.

- 3) Check the amount of sick time you have on balances. Here you can see that the student's current balance is 2.10. This student has already taken 13.50 hours of sick time.

The screenshot shows a user dashboard with the following elements:

- Top navigation: **START** (orange button), [My Account](#), [My Reports](#)
- Breadcrumb: [BACK](#) Home > **My Dashboard**
- Section: **MY MAIN SCREEN**
- Section: **BALANCES (ACCRUALS)** (circled in black)
  - Table with columns: TIME OFF, ACCRUED TO, TAKEN, CURRENT BALANCE, SCH, PENDING APPROVAL
  - Row: Student Sick, 06/17/2018, Hrs: 13.50, 2.10, 13.00, 0.00
  - Text below table: Scheduled time off is NOT reflected in the Current Balance amount but will be included in calculating maximum balances.
- Section: **MY TIME OFF REQUESTS**
  - Filters: This Week, Next Week, This Month, Next Month
  - Content: No Requests
- Section: **QUICK LINKS**
  - [My Account](#)
  - [My Time Off Request](#)
  - [My Timesheet](#)
  - [My Current Timesheet](#)
  - [My Historical Timesheets](#)
- Section: **HYPERLINKS**
  - [Inside Augsburg](#)
  - [Human Resources](#)
  - [Time Entry Help](#)

- 4) To request time off, click request

This close-up view highlights the **QUICK LINKS** section of the dashboard. A white arrow points to the **Request** link, which is part of a list of navigation options:

- [My Account](#)
- [My Time Off Request](#)
- [My Timesheet](#)
- [My Current Timesheet](#)
- [My Historical Timesheets](#)

Below this section is the **HYPERLINKS** section, which contains:

- [Inside Augsburg](#)
- [Human Resources](#)
- [Time Entry Help](#)



5) Click on the magnifying glass next to the time off

AUGSBURG UNIVERSITY Web Time Entry - Augsburg University 10:07 AM (CDT)

START My Account My Reports

BACK Home > My Account > My Time Off > Request > Request Time Off

**TIME OFF**

Time Off   

REQUEST TYPE

Full Day

Date

Partial Day (Start/Stop)

Date  From  To  Total

Partial Day (Bulk)

Date  Total Hours

Multiple Days

From  To

COMMENTS

**BALANCES**

TIME OFF	ACCRUED TO	TAKEN	CURRENT
Student Sick	06/17/2018	Hrs: 13.50	2.10

Scheduled time off is NOT reflected in the Current Balance amount but will be included in calculating maximum

6) Select Student Sick

START My Account My Reports

BACK Home > My Account > My Time Off

**TIME OFF**

Time Off

REQUEST TYPE

Full Day

Date

Partial Day (Start/Stop)

Date  From  To  Total

Partial Day (Bulk)

Date  Total Hours


Multiple Days

From  To

COMMENTS

**Time Offs Lookup**

Time Offs

- Sick
- Student Sick 

TIME OFF	ACCRUED TO	TAKEN	CURRENT
Student Sick	06/17/2018	Hrs: 13.50	2.10


Scheduled time off is NOT reflected in the Current Balance amount but will be included in calculating maximum

7) Select Partial Day


**START**      My Account    My Reports


**BACK**    Home > My Account > My Time Off > Request > **Request Time Off**


### TIME OFF



Time Off  

**REQUEST TYPE**

**Full Day**  
 Date  

**Partial Day (Start/Stop)**  
 Date   From  To  Total

**Partial Day (Bulk)**  
 Date   Total Hours

**Multiple Days**  
 From   To  


**COMMENTS**

- 8) Enter which day you were sick by clicking on the calendar


START My Account My Reports


BACK Home > My Account > My Time Off > Request > Request Time Off


### TIME OFF



Time Off Student Sick  X

REQUEST TYPE

Full Day  
 Date 

Partial Day (Start/Stop)  
 Date  From  To  Total

Partial Day (Bulk)  
 Date  Total Hours

Multiple Days  
 From  To 

COMMENTS

- 9) Enter the hours you missed, in which you wish to have be sick time. Here you can see that the student was schedule to work from 9-10 AM. Since the student was sick, s/he is requesting sick

time for that hour.

**START** My Account My Reports

**BACK** Home > My Account > My Time Off > Request > **Request Time Off**

**TIME OFF**

Time Off Student Sick

**REQUEST TYPE**

Full Day  
 Date

Partial Day (Start/Stop)  
 Date 06/29/2018 From 9:00a To 10:00a Total 1.00

Partial Day (Bulk)  
 Date Total Hours

Multiple Days  
 From To

**COMMENTS**

10) Select Submit request at top left corner

**START** My Account My Reports

**BACK** Home > My Account > My Time Off > Request > **Request Time Off** **SUBMIT REQUEST** **VIEW HISTORY**

**TIME OFF**

Time Off Student Sick

**REQUEST TYPE**

Full Day  
 Date

Partial Day (Start/Stop)  
 Date 06/29/2018 From 9:00a To 10:00a Total 1.00

Partial Day (Bulk)  
 Date Total Hours

Multiple Days  
 From To

**COMMENTS**

**BALANCES**

TIME OFF	ACCRUED TO	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL
Student Sick	06/17/2018	Hrs: 13.50	2.10	13.00	0.00

Scheduled time off is NOT reflected in the Current Balance amount but will be included in calculating maximum balances.

11) Your request has now gone to the Tutor Coordinator for approval.