

EMPLOYEE SICK TIME REVIEW AND USE

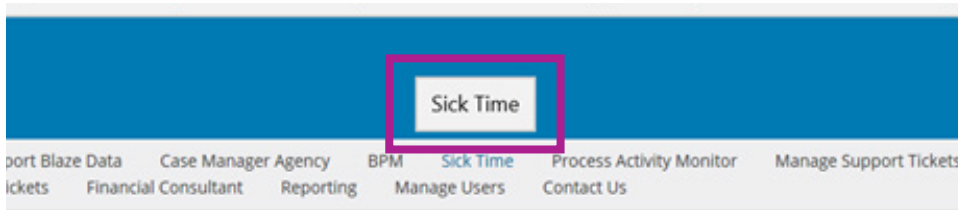
STEP 01

Employee must log into the **BetterOnline™ Portal**

<https://fms.publicpartnerships.com>

STEP 02

Employee will click on the link at the top of the page that says **“Sick Time”**



STEP 03

Employee will see the following page:

Accrued Hours (Current Year): This shows how many hours of sick time the employee has earned for the CURRENT calendar year (January to December).

Claimed Hours (Current Year): This shows how many hours of sick time the employee has already submitted/been paid for during the current calendar year.

Available Hours (Current Year): This shows how many hours of sick time the employee has left as of today's date that can be used for the current calendar year.

Available Hours (as of sick date): This shows how many hours of sick time were available to use on the date the employee was sick and not able to work. If the sick date is changed to a date in the previous month, for example, the number in this field will change to reflect how many hours were available for that day in the previous month.

To use sick time, the employee will continue with the next steps.

Sick Time [Claimed Sick Timesheets](#)

Sick Time for [REDACTED]

Current Sick Hours

Employer	Participant	Accrued Hours	Claimed Hours	Available Hours (as of today)	Accrued Hours (Current Year)	Claimed Hours (Current Year)	Available Hours (Current Year)	Sick Date	Available Hours (as of sick date)	Time In	Time Out	Submit Request
[REDACTED]	[REDACTED]	129h 15m	0h 0m	129h 15m	32h 0m	0h 0m	32h 0m	07/06/2021	129h 15m	Hrs ▾ Mins ▾	Hrs ▾ Mins ▾	SUBMIT

STEP 04

Click on the **"Sick Date"** field where the date is displayed (in this image, it is 07/20/2021).

This will cause a calendar to pop up.

Hours (Current Year)	Claimed Hours (Current Year)	Available Hours (Current Year)	Sick Date	Available Hours (as of sick date)	Time In	Time Out	Submit Request
0h 0m	0h 0m	32h 0m	07/20/2021	12h 15m	Hrs Mins	Hrs Mins	SUBMIT

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

STEP 05

Click on the date they want to use sick time. Sick time cannot be submitted for a future date and time.

STEP 06

Click on the **"Hrs"** drop down menu under the **"Time In"** heading and choose the starting hour.

Sick Date	Available Hours (as of sick date)	Time In	Time Out	Submit Request
07/16/2021	12h 15m	Hrs Mins	Hrs Mins	SUBMIT

Hrs

- 12 AM
- 1 AM
- 2 AM
- 3 AM
- 4 AM
- 5 AM
- 6 AM
- 7 AM
- 8 AM
- 9 AM
- 10 AM
- 11 AM
- 12 PM
- 1 PM
- 2 PM
- 3 PM
- 4 PM
- 5 PM
- 6 PM
- 7 PM
- 8 PM
- 9 PM
- 10 PM
- 11 PM

STEP 07

Click on the **“Mins”** drop down menu under the **“Time In”** heading to choose the starting minutes. An option must be chosen here to proceed. For example, if the employee wants their starting time to be 9am, they must choose “9am” under the Hrs menu, and “00” under the Mins menu.

Available Hours (Current Year)	Sick Date	Available Hours (as of sick date)	Time In	Time Out	Submit Request
32h 0m	<input type="text" value="07/16/2021"/>	129h 15m	<input type="text" value="Hrs"/> <input type="text" value="Mins"/>	<input type="text" value="Hrs"/> <input type="text" value="Mins"/>	<input type="button" value="SUBMIT"/>

STEP 08

Repeat the last two steps to enter time under the **“Time Out”** heading to choose the end time. This will determine the total number of hours submitted. For example, if the employee enters 9:00am for the time in and then enters 12:00pm for the time out, they will be submitting for 3 hours of sick time.

STEP 09

Click **submit** to finish.

Notes: Please remember that once submitted, sick time will show up as a separate time sheet under the “archived timesheets” menu option and not on the regular timesheet, and will be paid out on the next pay date for the current pay period.