Applying administrative leave to a timecard

Application of administrative leave, with or without pay, should only be done in consultation with your department/location’s HR generalist. Review the SOP for Administrative Leave for more information.

1. Log into the Time & Attendance system and open the employee’s timecard.
2. If necessary, navigate to the correct week using the Context Selector or Select Dates command in the upper-right corner of the timecard.
3. Once you are viewing the correct pay period, review the number of hours worked during that week, if any, to determine the total number of administrative leave hours that need to be applied in order to bring that employee up to his/her regular schedule for the week. **Note:** step 3 is critical to ensuring that a non-exempt employee doesn’t receive both administrative leave and overtime during a work week.
4. Click on the plus sign (+) to the left of the date to add a new row.
5. In the new blank row, click into the Pay Code column day to open the pay code dropdown list and select the appropriate type of Administrative Leave – either with or without pay. If you hover over the list, you can see the complete title.

![Pay Code dropdown list](image)

6. Click into the Amount column and enter the appropriate number of hours.

![Pay Code and Amount](image)

7. Repeat this operation as needed, and then click on the Save command.

![Save button](image)

8. At the bottom of the timecard, click on the Show/Hide More Content command to view the Totals area. You should see a line for Administrative Leave with the total number of hours entered for that work week.