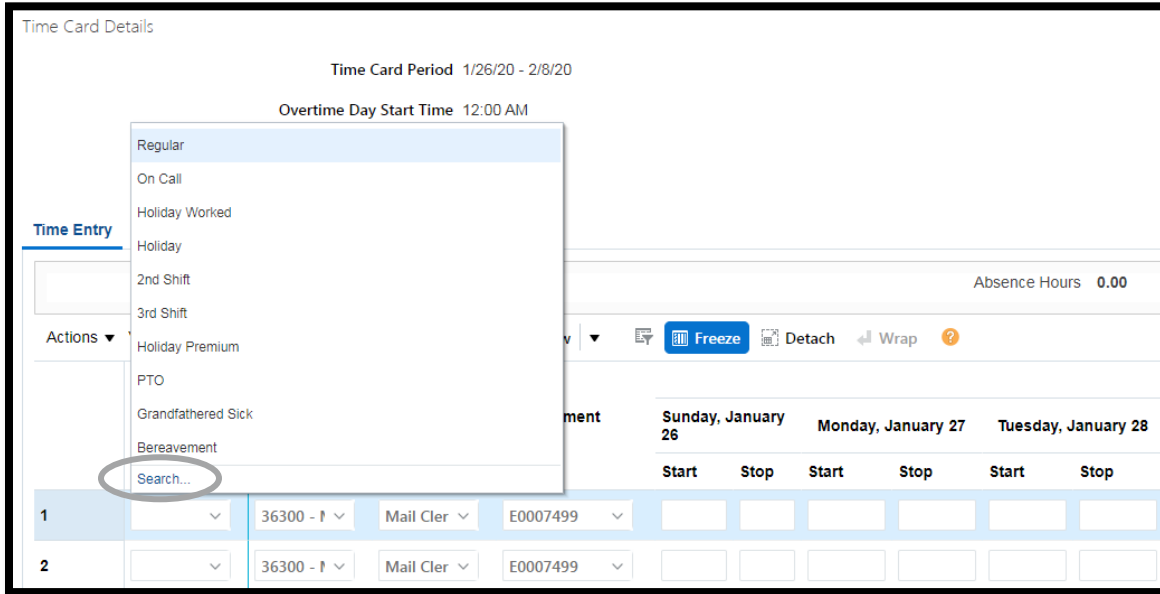
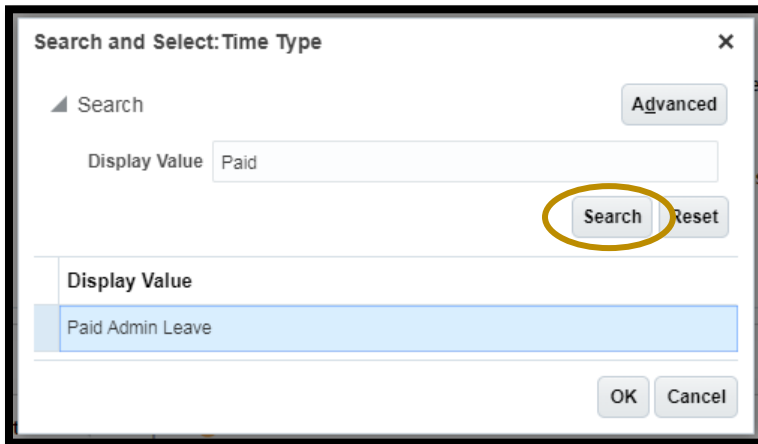


How to Log Paid Administrative Hours

1. Open the Time Type drop down menu and click on the “Search” hyperlink



2. The Search and Select: Time Type pop up box will appear.
3. Type “Paid” in the Display Value box and click “Search.” Paid Admin Leave will appear in the Display Value list.
4. Click on “Paid Admin Leave” and the value will highlight in blue.
5. Click OK



6. Paid Admin Leave will appear in Time Type drop down of Time Card.

