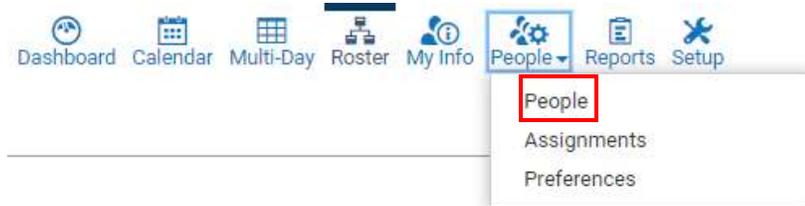


Entering Call In Sick Updated 9.11.2019

If an employee calls in sick, their Telestaff calendar needs to be updated.

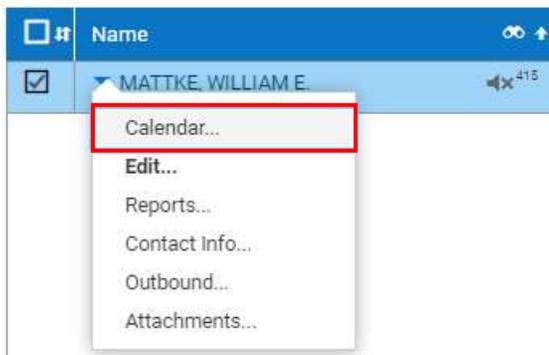
Log into Workforce Telestaff and click People, click People again.



Start typing the employees name in the Search box.



Click the drop-down arrow and select Calendar.



Left click on the day that the employee called in and select Add.

14	
Add	Ctrl+A
Off Roster	Ctrl+Q
Approve	Ctrl+Shift+V
Roster	Ctrl+R
Picklist	Ctrl+L
Reports	Ctrl+P
Clear All	Ctrl+C
Select Exceptions	Ctrl+Shift+A

Call In Sick

Select the Call-In Sick Code and check the Add box. Click Save.

Add: MATTKE, WILLIAM E.



* Required field.

Work Code *

Call-In Sick

From

07:00

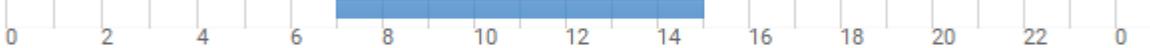
Through

15:00

Hours

8

10/28



10/29

Account

Note

Refresh Add?



10/28/2020
Requires approval



[More details ...](#)

Cancel

Save

Note: The Call-In Sick Code does not show on the roster nor does it come over to Kronos. This code is used for reporting purposes only.

You will now need to enter an accrual for the employee to use.

Investigators and Deputies → Should use Sick Dep

COs → Should use Casual Day Sick

Salaried/Command Staff → Should use Sick-Ex CMD

If an employee does not have any sick time remaining, a different accrual must be used. (Salaried staff do not have a sick bank and should always be coded with Sick-Ex CMD when calling in sick).

Left click on the day that the employee called in and select Add. Select the appropriate Word Code and check the Add box. Click Save.

Add: MATTKE, WILLIAM E.



* Required field.

Work Code *

Sick-Ex Cmd

From

07:00

Through

15:00

Hours

8



Account

Note

Refresh Add?

10/28/2020	<input checked="" type="checkbox"/>
Requires approval	
The first five days of Short Term Disability are entered as Sick. Enter the rest as Short Term Disability.	<input checked="" type="checkbox"/>

[More details ...](#)

Cancel Save

The employee's calendar is now correct.