



**Brett DiNovi & Associates Florida, L.L.C.**

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**Requesting Paid Sick Time or Time Off**

To request PAID sick time or Time Off, please follow the step by step directions below for requesting paid sick time in PAYCOM and scheduling/ converting the time in CENTRAL REACH:

**Requesting PAID Sick Time**

This does NOT replace the call out/ cancellation procedures.

This procedure is only used for getting PAID for sick time or time off.

Login to Paycom.com or your Paycom App

Navigate to Time-Off Requests> Request Time Off

Click on Add Time- Off Request (in red at the top) OR find the day on the calendar being requested off, and hit the green + sign

Enter all required information for the day (or days) being requested off

**Hours per Day:** Include the Hours per day being requesting (must be 2 or more hours)

**Type:** Click the drop down menu and choose 1 of the following:

- FL Sick- for requesting sick time from the available balance of accrued sick time
- Awarded PTO- for requesting PTO from the available balance of PTO awarded during different company promotions/ contests.

**Days requested:** Use the Calendar icon to choose the date range. If only one day is being requested, leave the same date in both areas

**Start Time:** Enter the start time of the time off being requested (i.e. start time of session being canceled, or start time of the block of time being blocked off on your schedule)

**Reason:** Enter the reason for the time off being requested (i.e. sick, doctor's appointment, personal day, etc.)

Click "Add Request" in the Bottom right corner

Once approved by admin, the time off will show on your calendar in green!



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## Entering Time Off on Central Reach Schedule

Immediately after requesting the time in Paycom, Login to your Central Reach schedule CANCEL any existing sessions with clients and give the reason for the cancellation.

Once the client session has been cancelled, immediately schedule the requested time off that corresponds with the DATE and TIME FRAME for the sick time requested (must match the start time and amount of hours requested in Paycom):

Schedule the Appointment with: Client ADMIN- FL> Appointment Type: "Other">

Appointment Name: "Time Off"

Scroll down to the Authorization & Billing area and click the Blue +Add Button> Navigate to the CODES

Use the FL Admin: Sick Time code by clicking the Blue "Use This" Button

Add the appointment by clicking the Blue "Create Appointment" button> Then view it on your calendar

**Don't forget to CONVERT THE APPOINTMENT to a Timesheet, then you're DONE!**