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Professional Advisory Board

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Requesting Paid Sick Time

To request PAID sick time, 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 SCHOOL CALL OUT LINE/ Cancellation Form
This procedure is only used for getting PAID for sick time.

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:
Sick Time- Home Paid for requesting paid sick time off a Home Case
Sick Time- School Paid for requesting paid sick time off a District Case
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 sick time 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 sick time being requested (i.e. sick, doctor's appointment, etc.)

Click "Add Request" in the Bottom right corner

Once approved, the sick time will show on your calendar in green!

Brett DiNovi & Associates, L.L.C.
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Entering Sick Time on Central Reach Schedule

Immediately after requesting the time in Paycom, Login to your Central Reach schedule and schedule the requested time off that corresponds with the DATE and TIME FRAME for the sick time requested:

Schedule the Appointment with: Client ADMIN> Appointment Type: "Other"> Appointment Name: "Sick Time"

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

Use the NJ Sick Time: New Jersey code by clicking the Red Use This Button

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

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