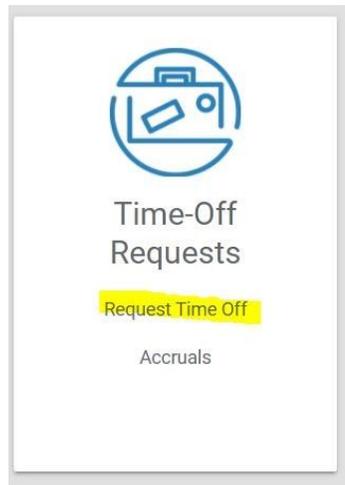


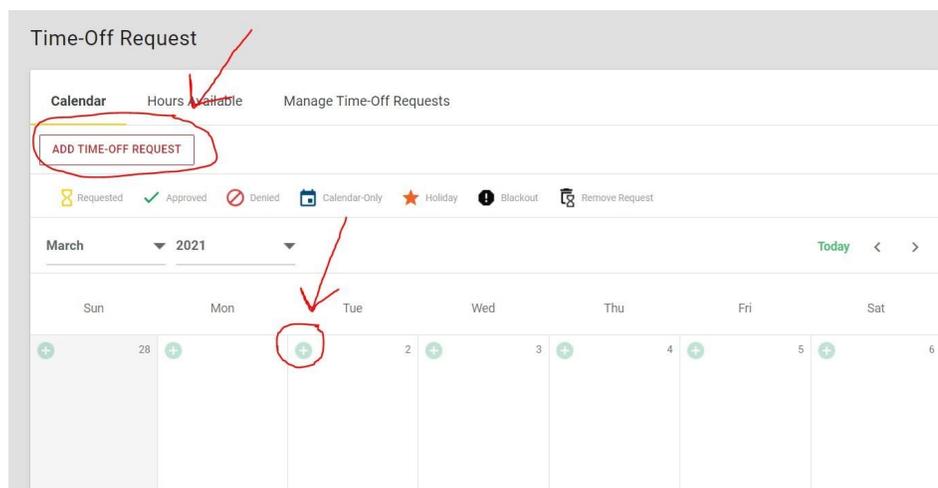
Requesting PAID Sick Time

This does NOT replace the SCHOOL CALL OUT LINE
This procedure is only used for getting PAID for sick time.

1. Login to Paycom.com or your Paycom App
2. Navigate to Time-Off Requests> Request Time Off



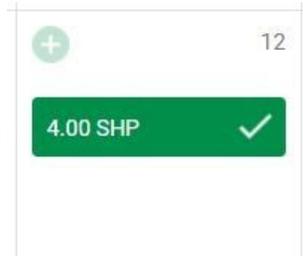
3. Click on Add Time- Off Request (in red at the top) OR find the day on the calendar being requested off, and hit the **green + sign**



4. Enter all required information for the day (or days) being requested off
 - a. **Hours per Day**: Include the Hours per day being requesting (**must be 2 or more hours**)
 - b. **Type**: Click the drop down menu and choose 1 of the following:
 - i. **Sick Time- Home Paid** for requesting paid sick time off a **Home Case**
 - ii. **Sick Time- School Paid** for requesting paid sick time off a **District Case**
 - c. **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

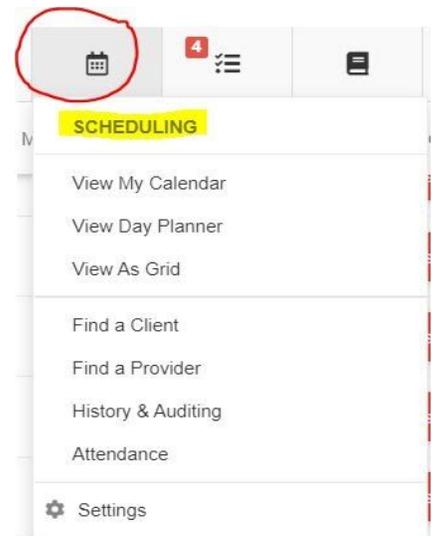
- d. **Start Time:** Enter the start time of the sick time being requested (i.e. start time of session being canceled, or start time of the block of time being blocked off on your schedule)
 - e. **Reason:** Enter the reason for the sick time being requested (i.e. sick, doctor's appointment, etc.)
5. Click "Add Request" in the Bottom right corner

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



Entering Sick Time on Central Reach Schedule

7. Once approved, login to your **Central Reach schedule** and block the time off of your schedule that corresponds with the DATE and TIME FRAME for the sick time requested:



8. Schedule the **Appointment with: Client ADMIN > Appointment Type: Admin**

Set End Time

Primary Provider *

Appointment with *

Additional Participants

Appointment Type *

(* Starred appointment types are not normally offered at this date/time)

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

Authorization & Billing

Auth/Code	Length/Time
Choose a single, or add multiple codes and authorizations along with their estimated time spent for this appointment. Drag items up or down to reorder them.	
AUTHORIZED CODES	AUTHORIZED GROUPS
	CODES

10. Use the **NJ Sick Time: New Jersey** code but clicking the **Red Use This Button**

NJ Sick Time: New Jersey

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

Validation

Enabled (locked)

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