

# Paid Sick Time

# Paid Sick Time Rules



Employees earn sick time in accordance with New Jersey law and program guidelines. Sick time accrues at a rate of **one hour for every 30 hours worked**, with a maximum of **40 hours per benefit year** (January 1 – December 31). Employees may carry over up to **40 hours of unused sick time** into the next benefit year. Sick leave can be used in 15-minute increments and is intended for personal illness, medical appointments, or caring for an immediate family member.

## **Requesting Time Off – Scenario Requirements**

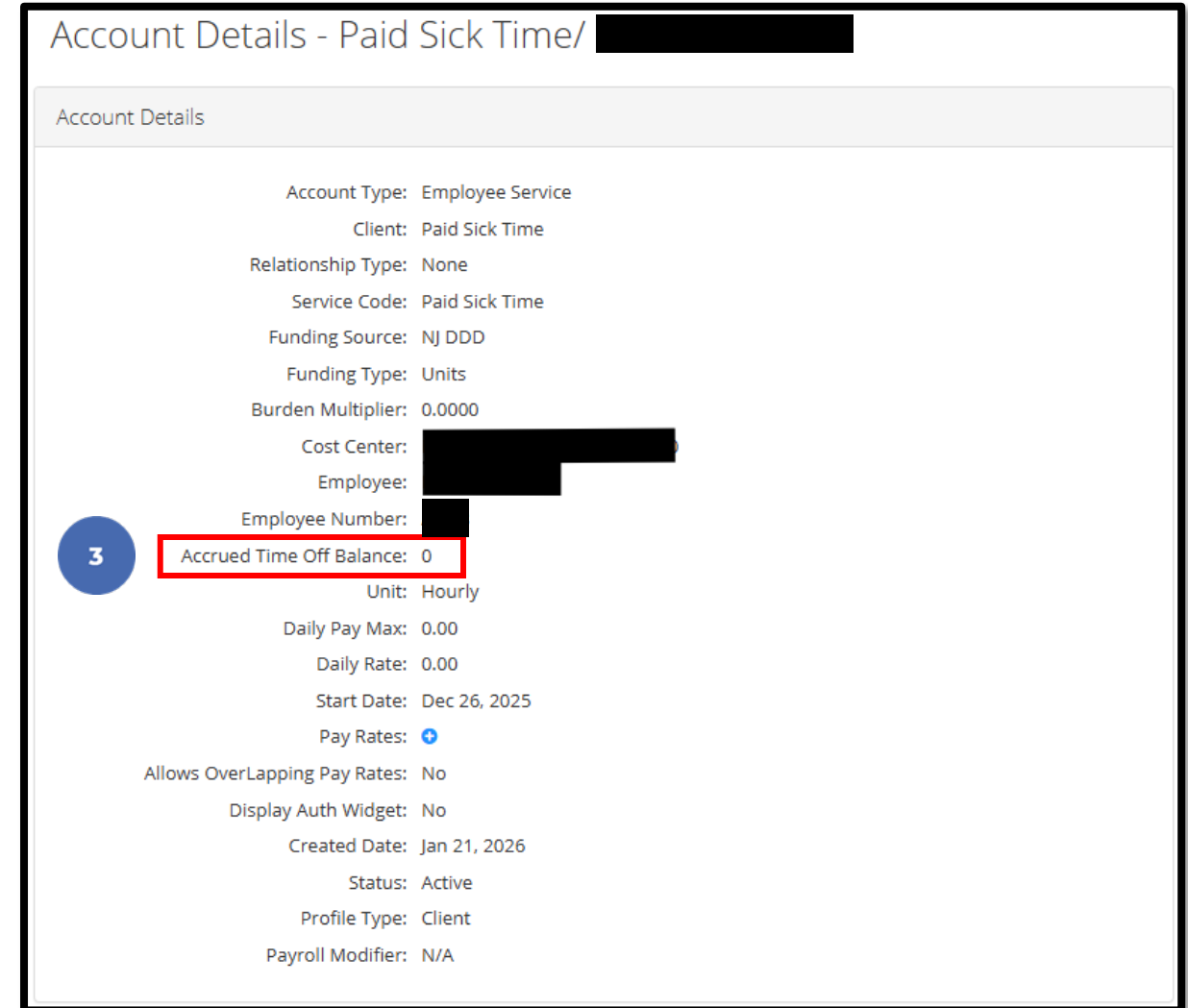
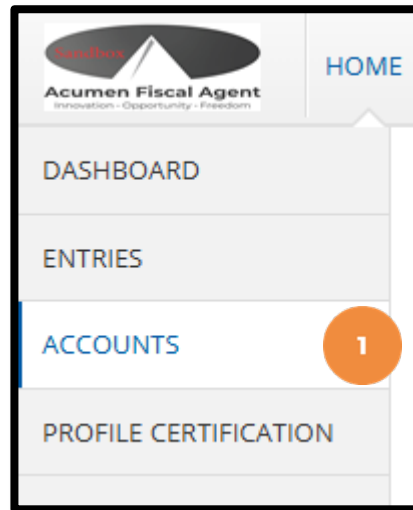
Employees must:

1. Notify the Employer as soon as possible when sick leave is needed.
2. Submit requests in accordance with Employer procedures (verbal or written notice).
3. Provide documentation if required for extended absences or as outlined in programming policy.

*Employers should ensure compliance with state regulations and maintain accurate records of sick time earned and used.*

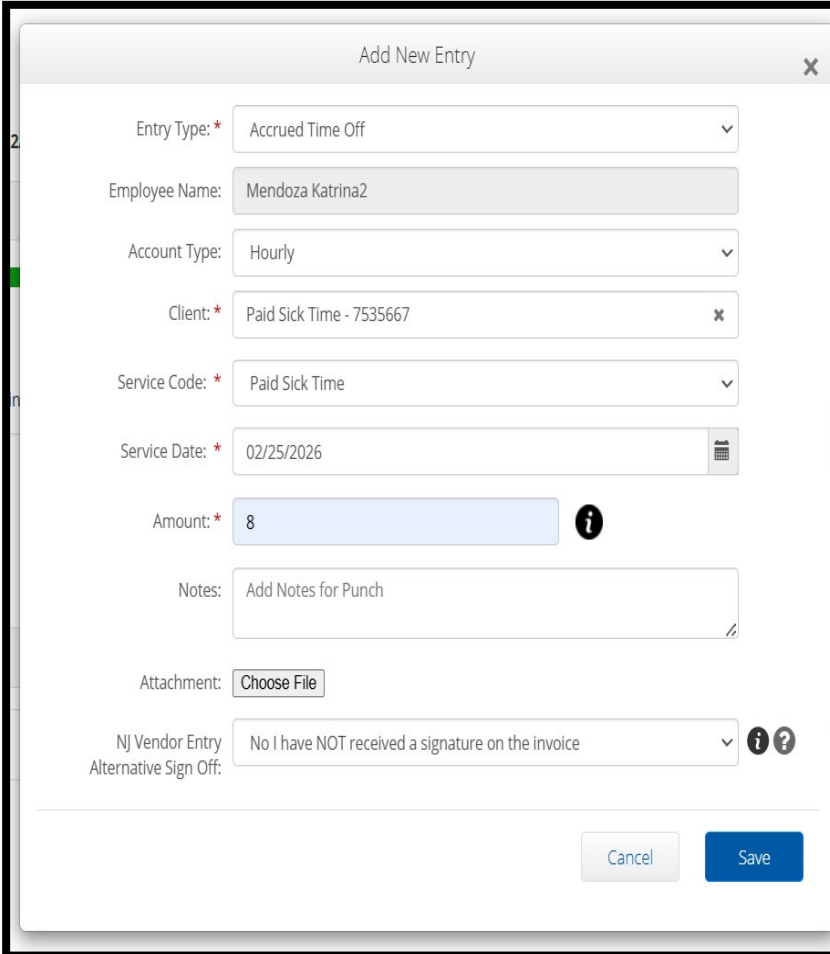
# Viewing Accrued Paid Sick Time

1. Click the **Accounts** section on the submenu, type "Paid Sick Time" in the **Type Service Code** field and click **Search**.
2. Open the account page by clicking anywhere in the line for **Paid Sick Time** (do not click hyperlinks)
3. On the Account Details widget, you will find the "Accrued Time Off Balance". You will see the balance available listed on this page!



# Create a Paid Sick Time Entry

1. Navigate to the Add New Entry form wizard
  - Home > Add Entry
2. Complete the form:
  - Entry Type: **Accrued Time Off**.
  - Account Type: **Hourly**.
  - Client: **Paid Sick Time**.
  - Service Code: **Paid Sick Time**.
  - Service Date: **Paid Sick Time**.
  - Service Date: The date for which the employee is claiming sick time.
  - Amount: The amount of hours submitting for sick time.
  - Click **Save** and **Yes** to confirm. An Accrued Time Off entry has now been created.



The screenshot shows the 'Add New Entry' form wizard with the following fields and values:

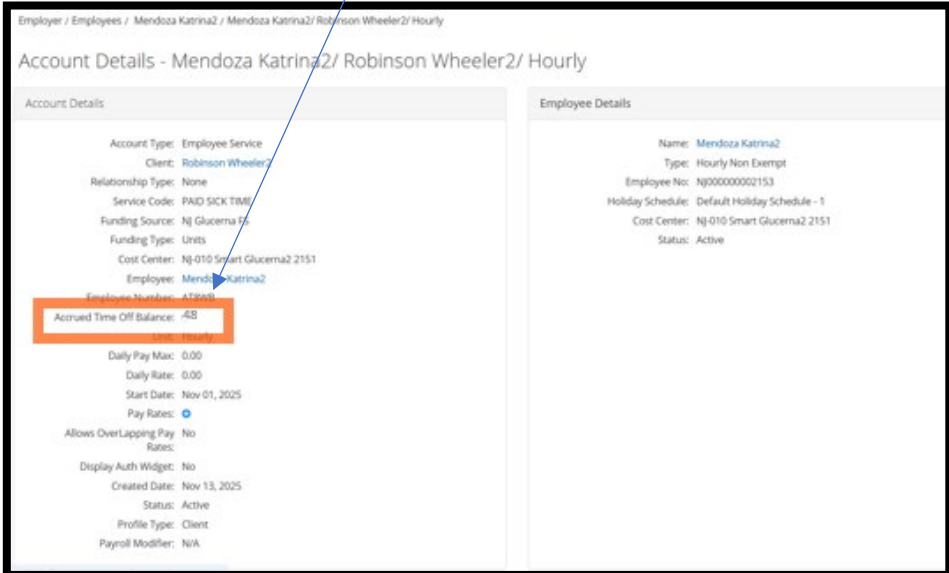
- Entry Type: \* Accrued Time Off
- Employee Name: Mendoza Katrina2
- Account Type: Hourly
- Client: \* Paid Sick Time - 7535667
- Service Code: \* Paid Sick Time
- Service Date: \* 02/25/2026
- Amount: \* 8
- Notes: Add Notes for Punch
- Attachment: Choose File
- NJ Vendor Entry Alternative Sign Off: No I have NOT received a signature on the invoice

Buttons: Cancel, Save

# Time Off Balance: Note!

Accrued Time Off Balance: 48

**Please Note:** Authorization balance is inflated so accrued time can be added every time that you work, but that the real balance can be found in the Employee Service Account!



Employer / Employees / Mendoza Katrina2 / Mendoza Katrina2 / Robinson Wheeler2 / Hourly

Account Details - Mendoza Katrina2 / Robinson Wheeler2 / Hourly

Account Details	Employee Details
Account Type: Employee Service	Name: Mendoza Katrina2
Client: Robinson Wheeler2	Type: Hourly Non Exempt
Relationship Type: None	Employee No: N900000002153
Service Code: PAID SICK TIME	Holiday Schedule: Default Holiday Schedule - 1
Funding Source: NJ Glucerna 5	Cost Center: NJ-010 Smart Glucerna2 2151
Funding Type: Units	Status: Active
Cost Center: NJ-010 Smart Glucerna2 2151	
Employee: Mendoza Katrina2	
Employee Number: A7898	
<b>Accrued Time Off Balance: 48</b>	
Daily Pay Max: 0.00	
Daily Rate: 0.00	
Start Date: Nov 01, 2025	
Pay Rates: 0	
Allows Overlapping Pay Rates: No	
Display Auth Widget: No	
Created Date: Nov 13, 2025	
Status: Active	
Profile Type: Client	
Payroll Modifier: N/A	