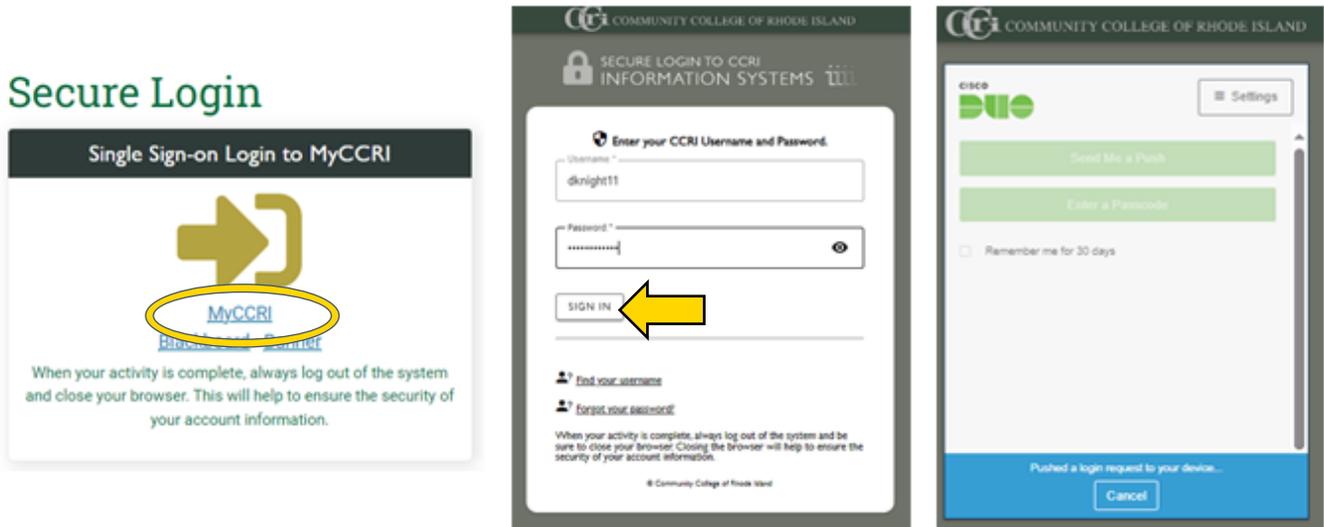
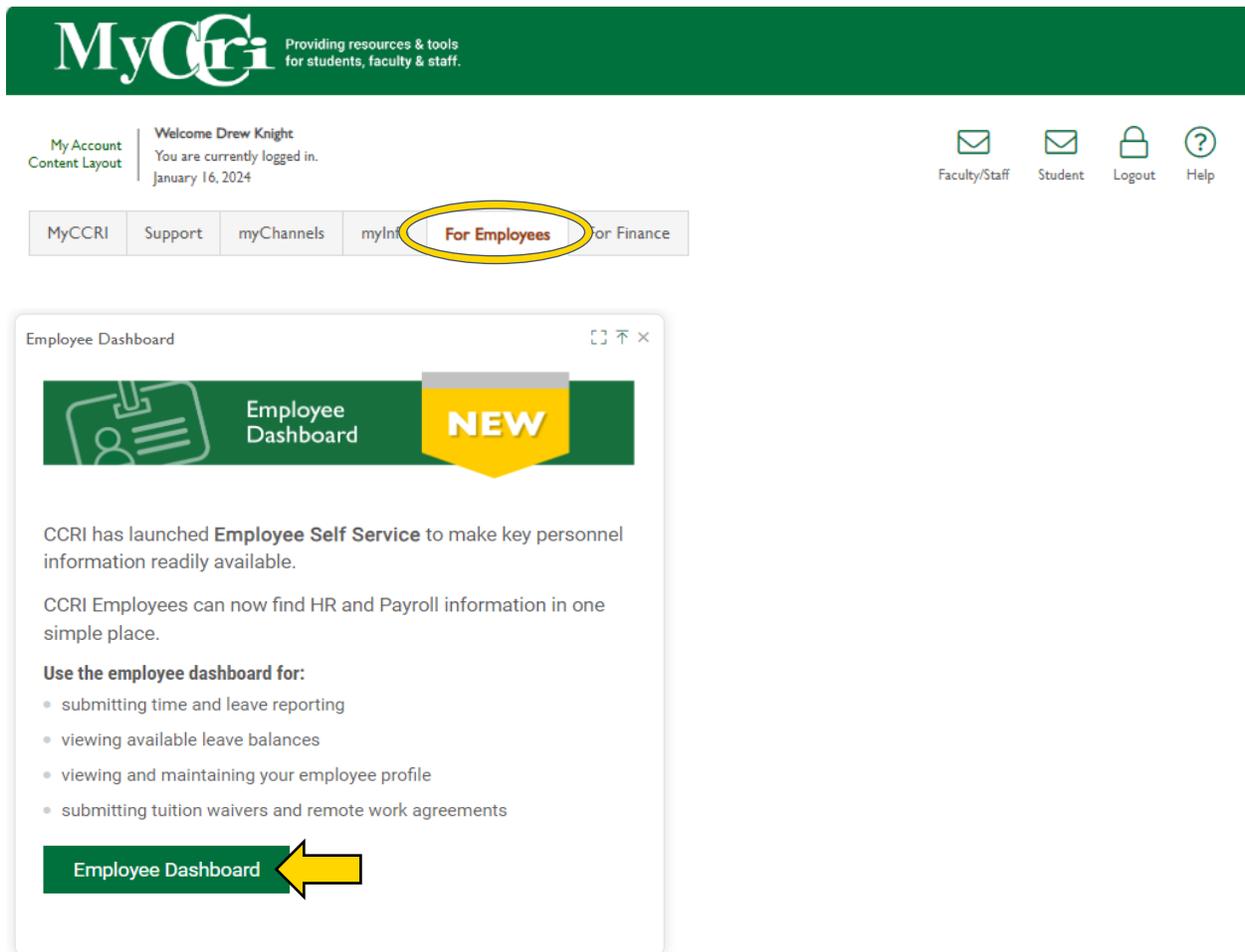


How to Donate Time to the Sick Bank

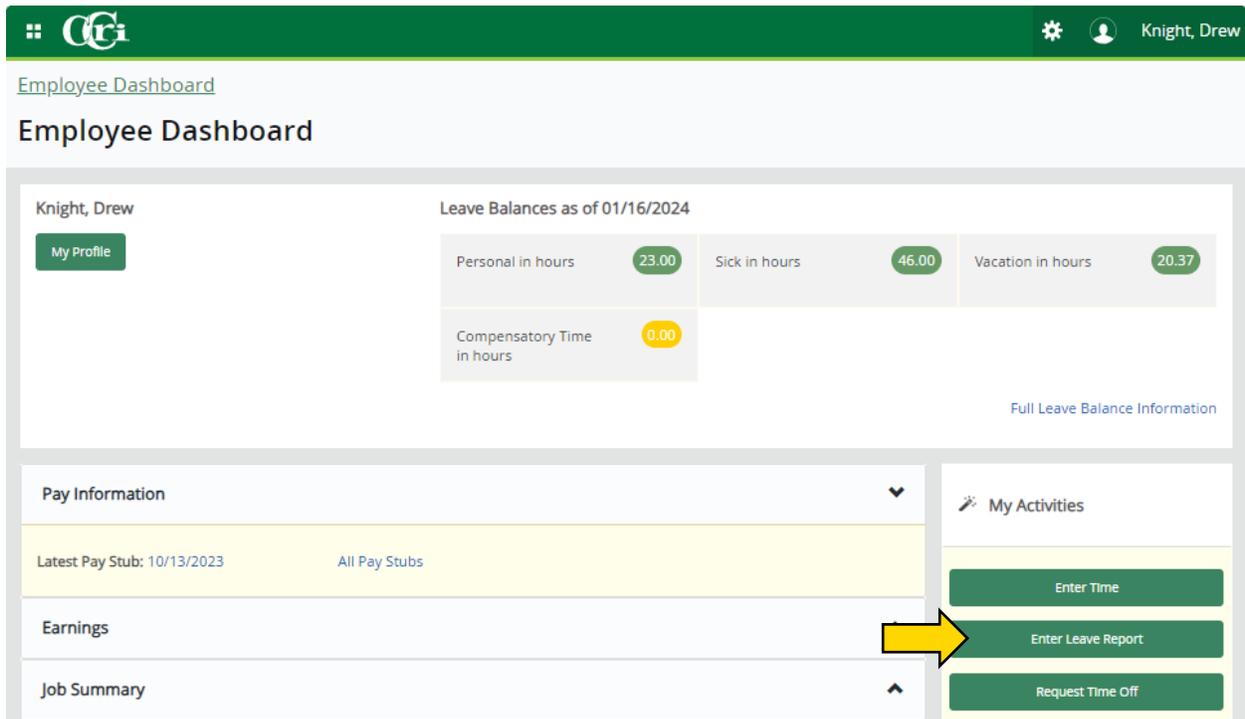
First, sign in to [MyCCRI](#) with your CCRI ID and Password.



Next, navigate over to the “For Employees” tab and click the green button to enter.



Once in the Employee Dashboard, click “Enter Leave Report” under the “My Activities” section.

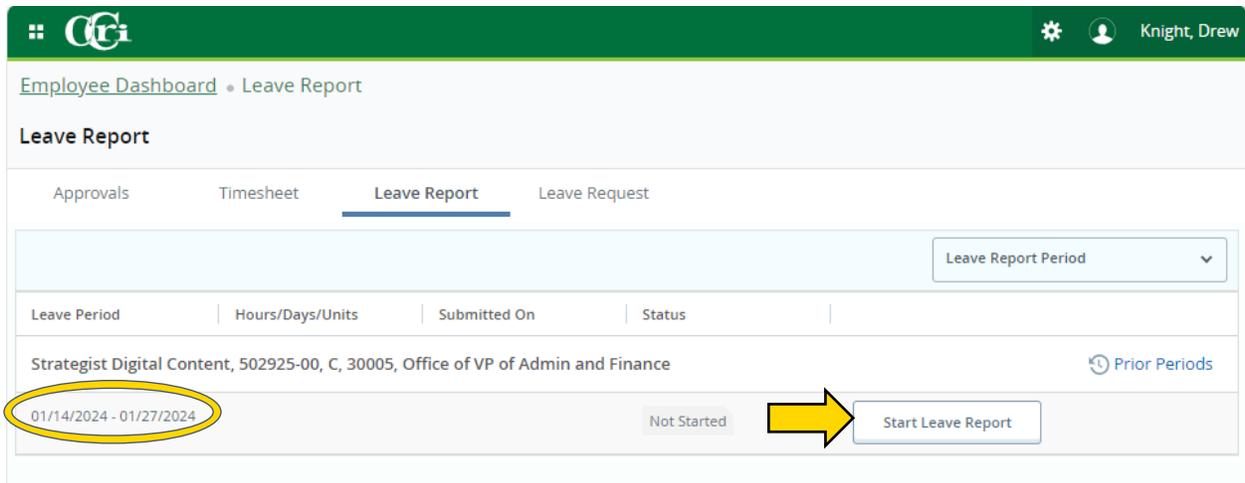


The screenshot shows the Employee Dashboard for Knight, Drew. At the top, there is a green header with the CCri logo, a settings gear, a user profile icon, and the name "Knight, Drew". Below the header, the page title is "Employee Dashboard".

The main content area is divided into two columns. The left column shows the user's name "Knight, Drew" and a "My Profile" button. To the right, under "Leave Balances as of 01/16/2024", there are three rows: "Personal in hours" (23.00), "Sick in hours" (46.00), and "Vacation in hours" (20.37). Below these is "Compensatory Time in hours" (0.00). A link for "Full Leave Balance Information" is at the bottom right of this section.

The right column is titled "My Activities" and contains three green buttons: "Enter Time", "Enter Leave Report", and "Request Time Off". A yellow arrow points to the "Enter Leave Report" button.

Locate the appropriate Leave Period and select “Start Leave Report.”



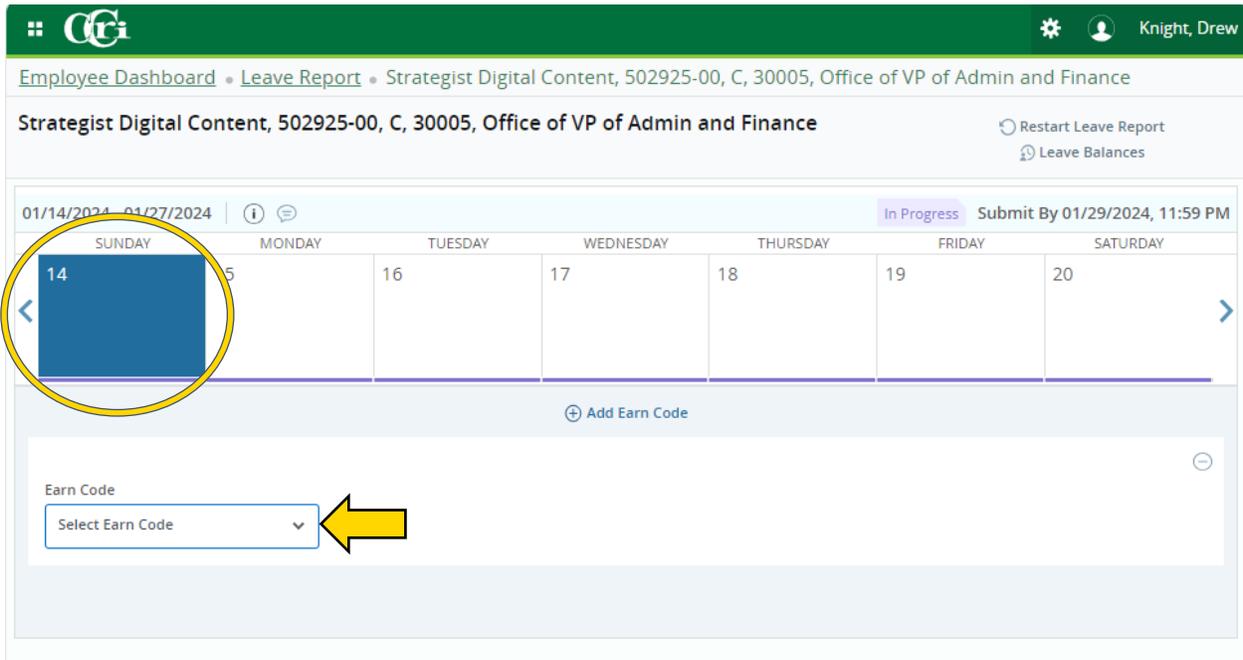
The screenshot shows the "Leave Report" page. At the top, there is a green header with the CCri logo, a settings gear, a user profile icon, and the name "Knight, Drew". Below the header, the page title is "Employee Dashboard • Leave Report".

The main content area has a navigation bar with four tabs: "Approvals", "Timesheet", "Leave Report" (which is selected and underlined), and "Leave Request".

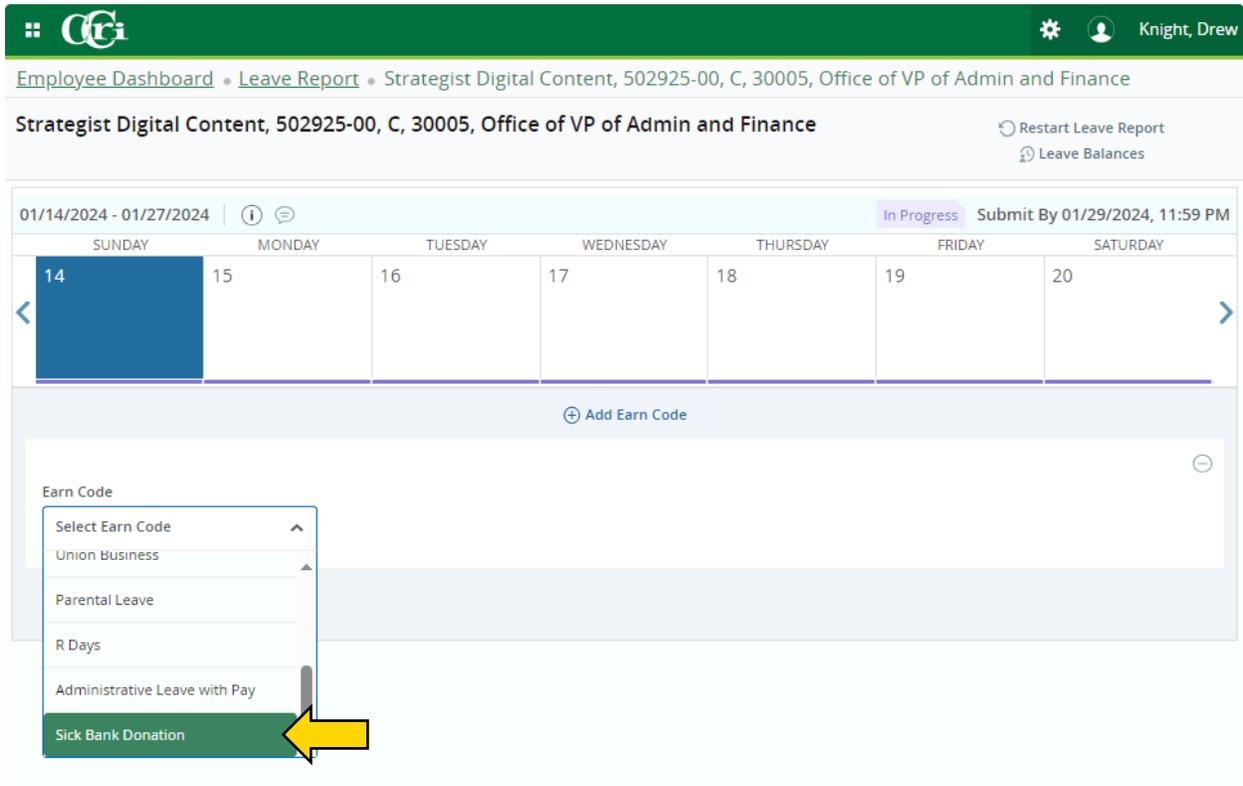
Below the navigation bar, there is a "Leave Report Period" dropdown menu. Below that is a table with the following columns: "Leave Period", "Hours/Days/Units", "Submitted On", and "Status".

The table contains one row: "Strategist Digital Content, 502925-00, C, 30005, Office of VP of Admin and Finance". The "Leave Period" column for this row is circled in yellow and contains the text "01/14/2024 - 01/27/2024". The "Status" column for this row is "Not Started". A yellow arrow points to a "Start Leave Report" button located to the right of the "Not Started" status.

Select the first day of the leave report that you did not work or discharge any time. For most employees this will be Sunday.



From the “Earn Code” drop-down menu, choose “Sick Bank Donation.”



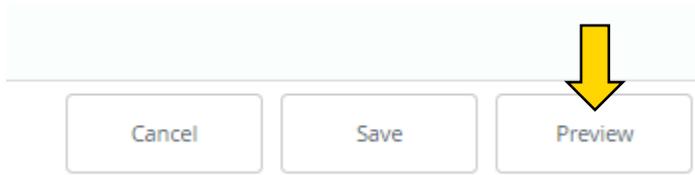
Once selected, enter the appropriate number of hours that you are donating in the text field. This will be 7 hours for 35 hour a week employees and 8 hours for 40 hour a week employee.

After, press “Save” to add those hours to the leave report.

Then, complete the rest of your Leave Report for any other leave, such as sick or vacation.

(Please Note: You may get a message stating “Possible insufficient Leave Balance for Sick Bank Donation.” This is normal so disregard the message.)

Once done, press “Preview” to review your Leave Report.



On the final screen, verify that all of the hours entered are correct, click the acknowledgement, and then submit your Leave Report.

Leave Report Detail Summary

Accountant, 242925-00, C, 30005, Office of VP of Admin and Finance 

Pay Period: 01/14/2024 - 01/27/2024 | 7.00 Hours | In Progress | Submit By 01/29/2024, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
01/14/2024	C Sick Bank Donation	1	7.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
Sick Bank Donation	1	7.00		7.00 Hours
Total Hours		7.00		

Routing and Status	
Name	Action
	Originated On 01/16/2024, 03:14 PM by Knight, Drew
	Submit By 01/29/2024, 11:59 PM
Liston, Bethany M.	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

A notification will then appear in the upper right-hand corner, confirming that the Leave Report has been successfully submitted.

