ATTENDANT: Enter Sick Time IN THE WEB PORTAL

An Attendant can enter sick time using the web portal.

Attendant: Enter Sick Time Hours

1. If you are an Attendant, sign in to the CDCN web portal by entering your email address and password. Click **Sign In** and you will be directed to the dashboard.
2. On the dashboard click the **Time Entry** button in the upper right of the screen. This takes you to the time entry screen.

*Note: if you'd like to check your Sick Time balance before entering the hours, click the green link **See Sick Time Balance** just below the date in the top right corner of the screen. This will show a pop up of your available sick time hours.

3. Select the weeks of service to enter time useing the arrows or by clicking the calendar icon.
4. From the dropdown, select a Participant for time entry.
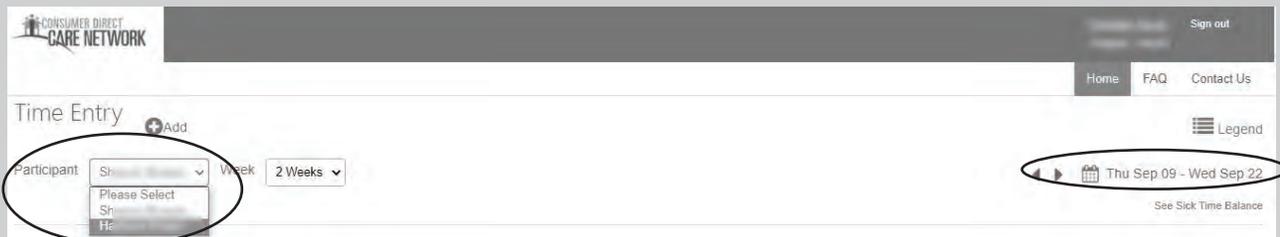
5. Click in the cell for the day of the work week you wish to enter sick time. A window on the right side of the screen will appear.
   a. From the dropdown menu, select the service code **SICK.**
   b. Verify that the date is correct.
   c. Enter the time in and time out.
   d. Click **Submit** to send your sick time to your Employer for approval.
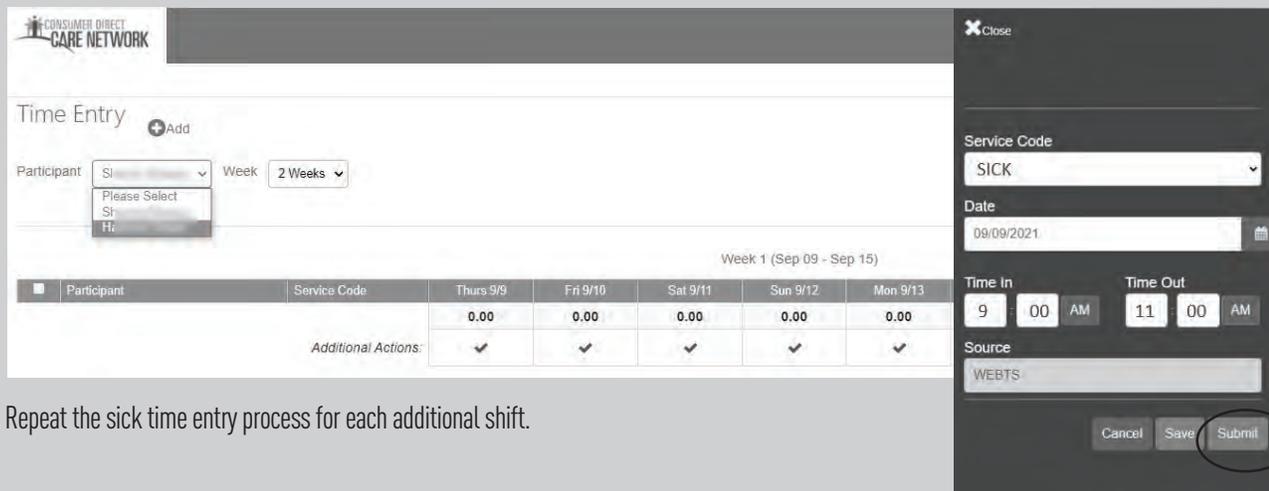
6. Repeat the sick time entry process for each additional shift.

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