Instructions for using Staff employee sick and vacation portlet (bi-weekly only)

You can enter sick/vacation time for a previous pay period until 1:00 pm on the Monday immediately following the end of a pay period. Any adjustments further back need to be made by your Y-Time Manager. Of course, you can always enter sick/vacation time for the current pay period. You can also enter time for 1 pay period in the future.

To move back and forth between pay periods, use these buttons!

This shows the hours you’ve worked during the pay period.

The totals for each day, including hours worked and sick and vacation can be seen here.

In this section you can see your starting balances, your hours reported, and your ending balances for the current pay period.

Enter time for sick/vacation here. The format is hours:minutes.

Remember, reported sick/vacation cannot result in more than 40 hours in a work week.

Once you’ve entered your sick/vacation hours, you must click the submit button.

Clicking this button will take you to your sick and vacation balances page.

Clicking this button will take you into Y-Time to your timesheet.
How to add the Staff sick and vacation portlet to your myBYU page

Adding the portlet:

1. Navigate to my.byu.edu
2. Select the “Add content” option in myBYU.
3. Enter “Staff Sick and Vacation Entry” into the search bar that appears.
4. Select “Add Content to my Page”.