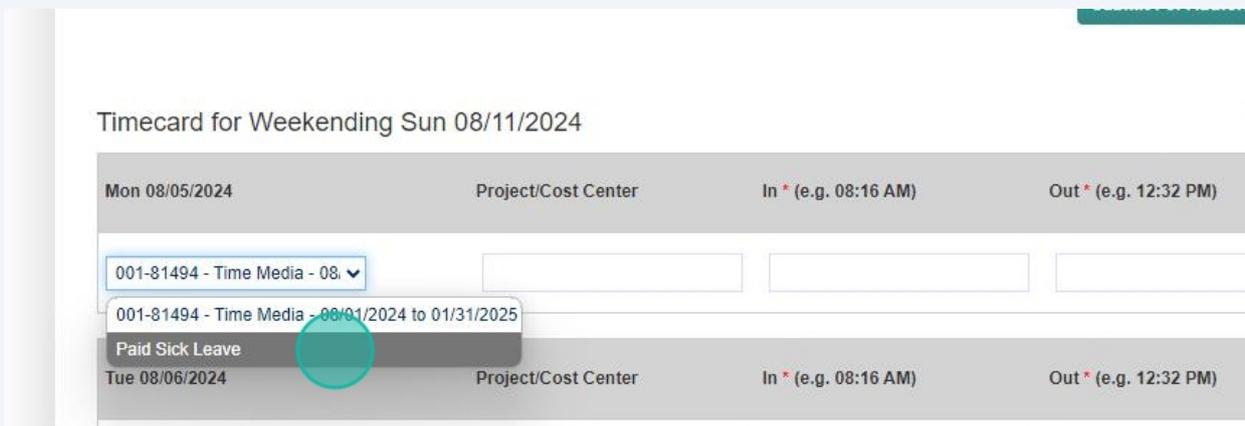


# Logging Paid Sick Leave in the Creative Circle Portal

1 Creative Circle provides sick and safe time and PTO leave to candidates whose assignment work location is subject to such leave laws. You can view your Sick Leave Balance on the **My Data** tab of the timecard portal.

Visit our [Candidate Info page](#) for more information. Questions regarding sick leave can be sent to [Payroll@creativecircle.com](mailto:Payroll@creativecircle.com).

2 Use the drop-down menu in each/any day's area to select **Paid Sick Leave**.

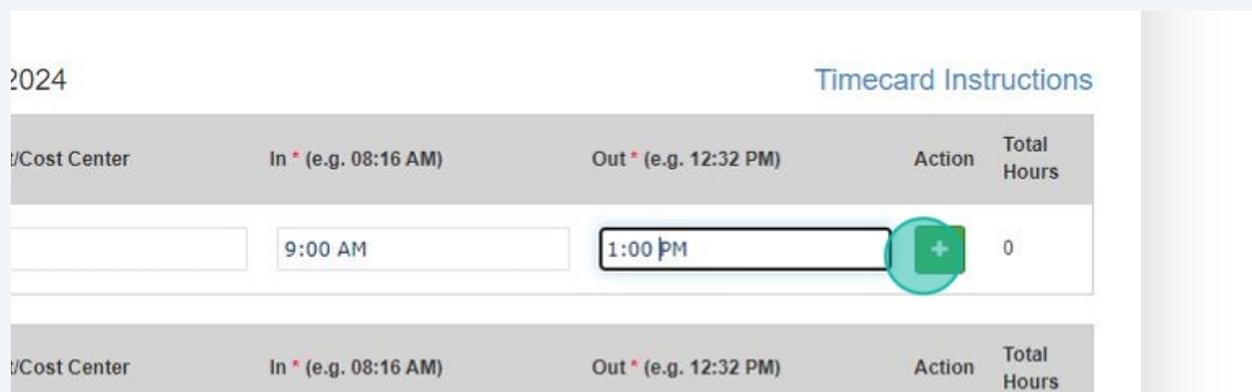


Timecard for Weekending Sun 08/11/2024

| Mon 08/05/2024                                    | Project/Cost Center | In * (e.g. 08:16 AM) | Out * (e.g. 12:32 PM) |
|---|---------------------|----------------------|-----------------------|
| 001-81494 - Time Media - 08                       |                     |                      |                       |
| 001-81494 - Time Media - 08/01/2024 to 01/31/2025 |                     |                      |                       |
| <b>Paid Sick Leave</b>                            |                     |                      |                       |
| Tue 08/06/2024                                    | Project/Cost Center | In * (e.g. 08:16 AM) | Out * (e.g. 12:32 PM) |

3 Enter your **In and Out Sick Time**. Timecards are based upon a 12-hour clock beginning at 12:00 AM and ending at 11:59 PM (format as HH:MM AM/PM). Continue this process for each day where sick time relates.

Note: The system will tell you if your claim exceeds your current Sick Pay Balance. If it does, adjust your **In and Out Sick Time** to match the number of hours available to claim.

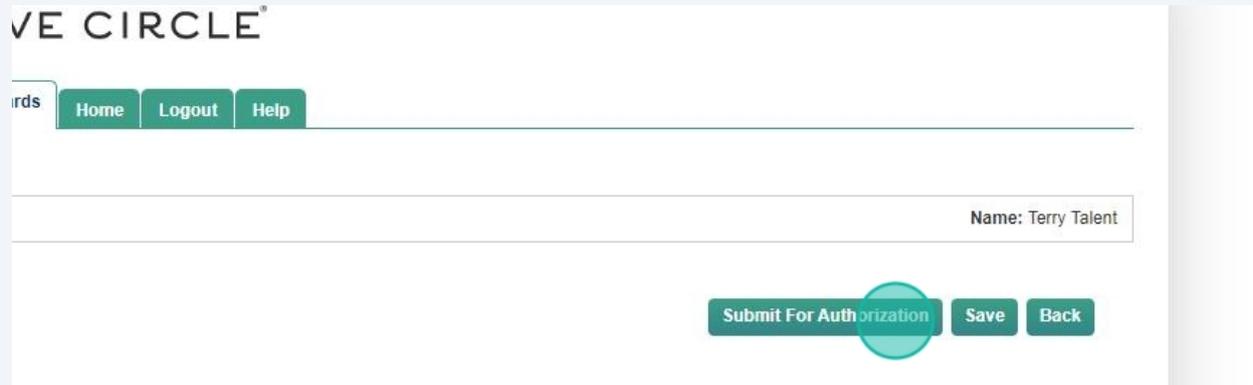


2024 Timecard Instructions

| Project/Cost Center | In * (e.g. 08:16 AM) | Out * (e.g. 12:32 PM) | Action  | Total Hours |
|---------------------|----------------------|-----------------------|---|-------------|
|                     | 9:00 AM              | 1:00 PM               |  | 0           |
| Project/Cost Center | In * (e.g. 08:16 AM) | Out * (e.g. 12:32 PM) | Action  | Total Hours |

4

If you plan on logging more hours for the week, click the **Save** button at the top of the page. Once all hours have been logged and are ready for approval, click the **Submit for Authorization** button.



5

You'll know your timecard has been successfully submitted for approval once you see the **Timesheet has been submitted for online authorization** notification at the top of the screen.

