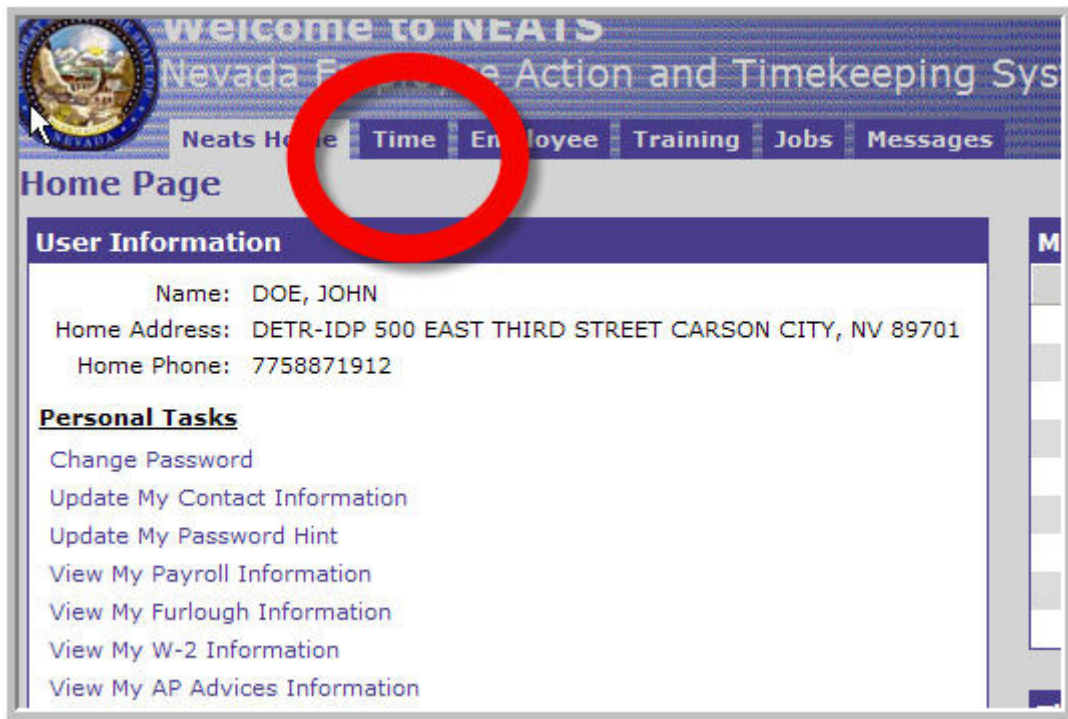
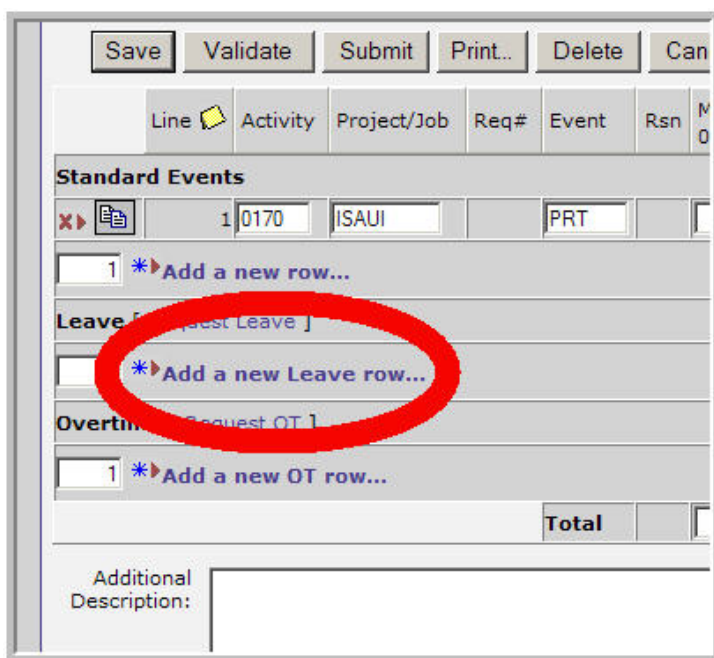


# How to enter sick leave in NEATS

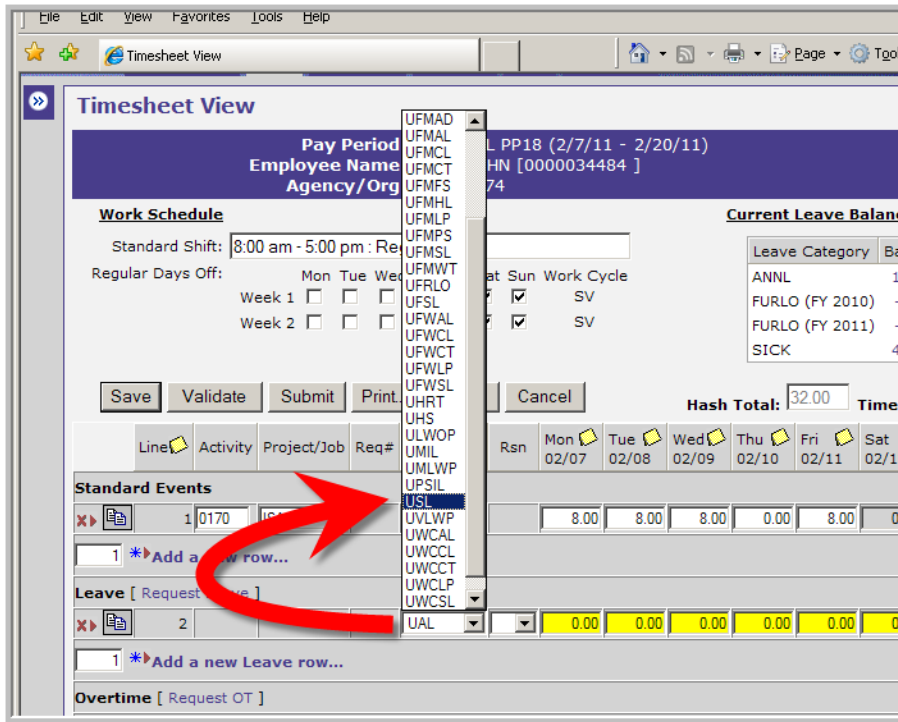
- Login to NEATS and click **Time** on the Time Tab



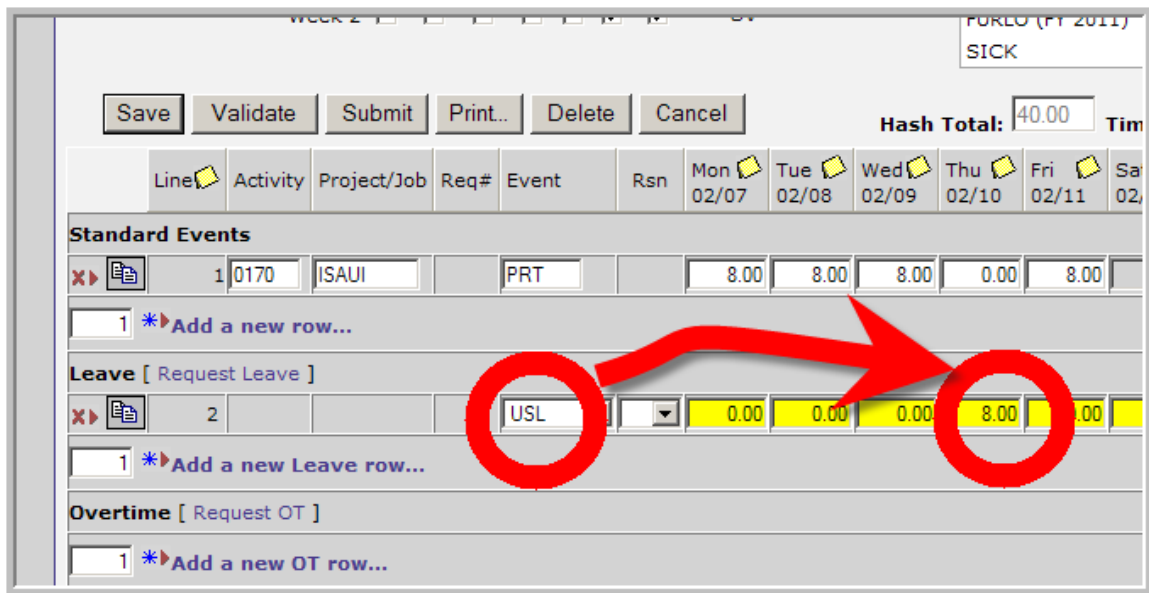
The last timesheet you saved should appear. Click **Add a new Leave row**.



A new leave event row is created. Make sure the new row's event code drop down has **USL (used sick leave)** selected.



Record your sick leave hours in the new leave event row.



In the above picture, the row is highlighted yellow to indicate that this leave was not pre-approved in NEATS. Note that leave events do not require you to enter an activity code or job number.

Don't forget to **Save** so you don't lose your work.

