

Using LEARN's Time and Attendance System

Frequently Asked Questions:

1. **Do I have to use the new time and attendance system?** Yes, all staff are required to enter their time prior to using time, into the time and attendance system.
2. **May I share my username and password?** No, as with all applications and software, LEARN technology expectations and requirements are that usernames and passwords are kept private and not shared with anyone.
3. **I submitted a time off request and it was approved. Now, I need to change it. What should I do?** Please contact LEARNHRDept@learn.k12.ct.us for assistance.
4. **My balances appear to be wrong, what should I do?** Please contact LEARNHRDept@learn.k12.ct.us for assistance.
5. **I do not understand the difference between how LEARN sick leave and Connecticut Paid Sick Leave (CTPSL) can be used. Can you help?** Yes, please see the table here for how each type of sick leave can be used.

LEARN Sick Time	CT Paid Sick Leave
• Personal Health Reasons • Serious illness of a parent or a family member of the household. • For the birth/case of a child or the placement/care of a child for adoption or foster care, as defined in the federal Family and Medical Leave Act.	• Your own illness or health condition; medical diagnosis, care or treatment of their mental or physical illness, injury or health condition; preventative medical care; or mental health wellness day. • A family member's illness, injury or health condition; medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or preventative medical care. • When either the employee's place of business or a family member's school or place of care closes by order of a public official due to a public health emergency. • When a health authority, the employer or the employer of a family member or health care provider determines that the employee or the employee's family member poses a risk to the health of others because of exposure to a communicable disease. • If the employee or the employee's family member is a victim of family violence or sexual assault for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Note: When using CT Paid Sick Leave family is defined as a spouse, sibling, child, grandparent, grandchild, or parent of an employee, or an individual who is related to the employee by blood or by an affinity whose close association the employee can show to be equivalent to those family relationships.

6. **How should I request time for the different types of paid time off?** Paid time off is requested in ¼ day increments (.25, .5, .75, or 1) for: Vacation, Emergency/Necessary/Religious (ENR), Bereavement, and Jury Duty. LEARN or CT PSL is requested in 1-hour increments.
7. **I entered and submitted a time off request but my supervisor is unable to approve it. What should I do?** Please log into the Time and Attendance system and edit your time off request by using the pencil icon to open the request. Click save and then submit. This should resolve the issue. If it does not, please contact LEARNHRDept@learn.k12.ct.us for assistance.

**At a Glance Time and Attendance
Staff with USER Role**

Step	What you need to do to submit time off on Desktop portal:
1.	Enter this address into your web browser address line: learnrescct.executime.com/executime/logout.action
2.	Enter your Username. Your Username is your LEARN email address.
3.	Enter your Password. Your Password is you LEARN password <i>or</i> LEARN Passkey PIN.
4.	Be sure that you are on “Employee actions” which is found in the blue banner at the top of the screen.
5.	Click on “Time-off request” which can be found on the left-hand side of your screen or by using the Quick Link on the right-hand side of your screen.
6.	To enter a new time off request, click the plus sign icon  ” to create a new time off request.
7.	Under Benefit Type, use the pull down arrow to choose the type of leave you wish to use. You can access this by clicking on the ‘∨’ symbol. (Note: The leave types for which you are eligible will appear in the screen.)
8.	Click the Start Date calendar icon  to choose the date you want the leave to start. Note: When you are requesting LEARN or CT Paid Sick Leave you must enter an end date and a start time. You do not need to enter an end date for any other type of leave. For vacation, ENR and bereavement time off requests, unless the request is for a full day, you need to uncheck the box for “Use scheduled start time” and enter a start time based on the duration of your request. Jury duty will be one full day by default, and you just need to enter the start date.
9.	Enter the Benefit Time you will use. Vacation, E/N/R and Bereavement time off requests are entered in ¼-day increments. That means you may request a .25, .5, .75, or 1 day of time off. You must request LEARN Sick and CT PSL in 1-hour increments only. For Jury Duty requests, enter 1 day under benefit time. Please remember to send the Jury Duty supporting documentation to learnhrdept@learn.k12.ct.us. <u>Important:</u> When requesting consecutive full days off, enter the number of days into the Benefit Time. <i>Example 1:</i> I am going to take one week of (any leave type) that will start on February 1. My time off request will be for (any leave type) time, the start date will be 2/1/2027, the Benefit Time will be 5. <i>Example 2:</i> I am going to take 9 workdays of (any leave type) that will start on February 1. Because the number of days I will use has a weekend in between, I need to enter two separate

	time off requests. My first request start date will be 2/1/2027, the Benefit Time will be 5. My second request start date will be 2/8/2027, the Benefit Time will be 4.
10.	Enter a Reason Code. To access the menu of options, you must first hit refresh  and then choose from the options displayed.
11.	Enter a Comment so that your supervisor/approver understands how this time will be used.
12.	Review your information.
13.	Click Save

Step	What you need to do to submit time off on Workforce Mobile App:
1.	Install the Workforce Mobile App from the App store or Google play.
2.	Enter LEARN's organization ID which is Irescct . Use this for the first time you login the mobile app.
3.	You will be prompted to enter your Username: LEARN email address and Password: LEARN Password.
4.	When you get to the Home page, click on the three bars on the upper left corner to access the menu. Click on Employee Dropdown and select Request Time
5.	You will now see a calendar view. Select the date and Click the  " sign to create a new time off request. Enter all the info on the form that appears on the next screen
6.	Select the PTO type
7.	Enter the Benefit Time you will use. Vacation, E/N/R and Bereavement time off requests are entered in ¼-day increments. That means you may request a .25, .5, .75, or 1 day of time off. You must request LEARN Sick and CT PSL in 1-hour increments only. For Jury Duty requests, enter 1 day under benefit time. Please remember to send the Jury Duty supporting documentation to learnhrdept@learn.k12.ct.us. <u>Important:</u> When requesting consecutive full days off, enter the number of days into the Benefit Time. <i>Example 1:</i> I am going to take one week of (any leave type) that will start on February 1. My time off request will be for (any leave type) time, the start date will be 2/1/2027, the Benefit Time will be 5. <i>Example 2:</i> I am going to take 9 workdays of (any leave type) that will start on February 1. Because the number of days I will use has a weekend in between, I need to enter two

	separate time off requests. My first start date will be 2/1/2027, the Benefit Time will be 5. My second request start date will be 2/8/2027, the Benefit Time will be 4.
8.	Enter a Reason Code. To access the menu of options, you must first hit refresh  and then choose from the options displayed.
9.	Enter a Comment so that your supervisor/approver understands how this time will be used.
10.	Review your information.
11.	Click Submit. You will now receive confirmation that your request has been successfully submitted