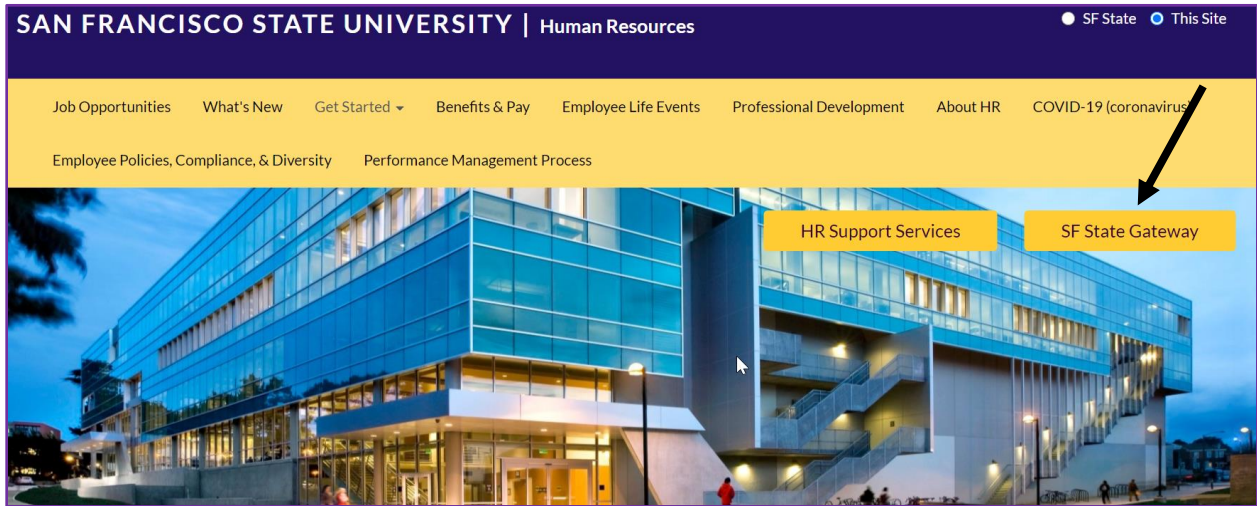


Supplemental Paid Sick Leave (SPSL) time reporting (Salaried Employees)

Once your Supplemental Paid Sick Leave (SPSL) request has been approved.

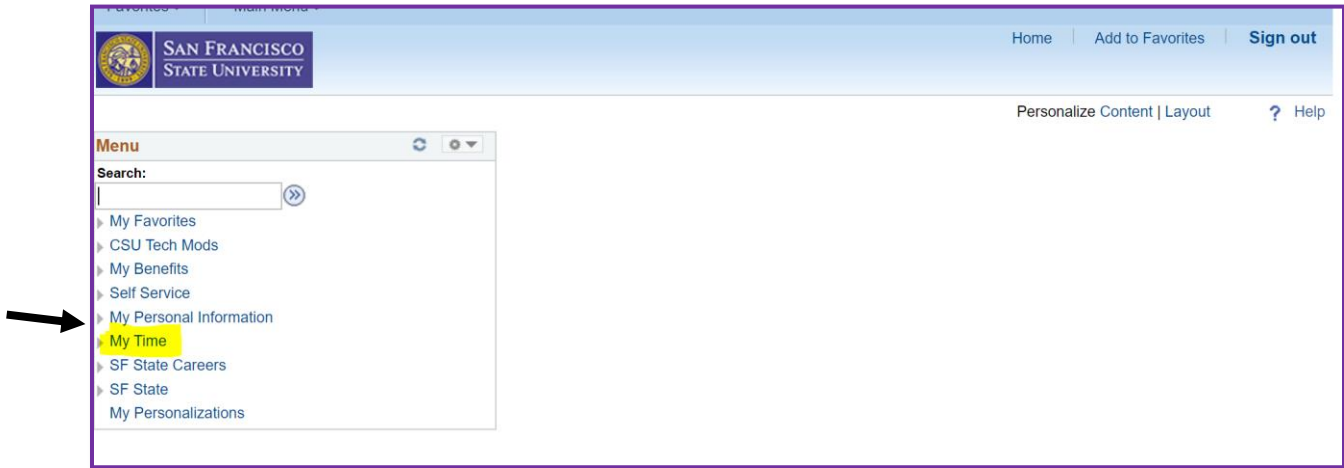
Log in to <https://hr.sfsu.edu/> and click on SF State Gateway



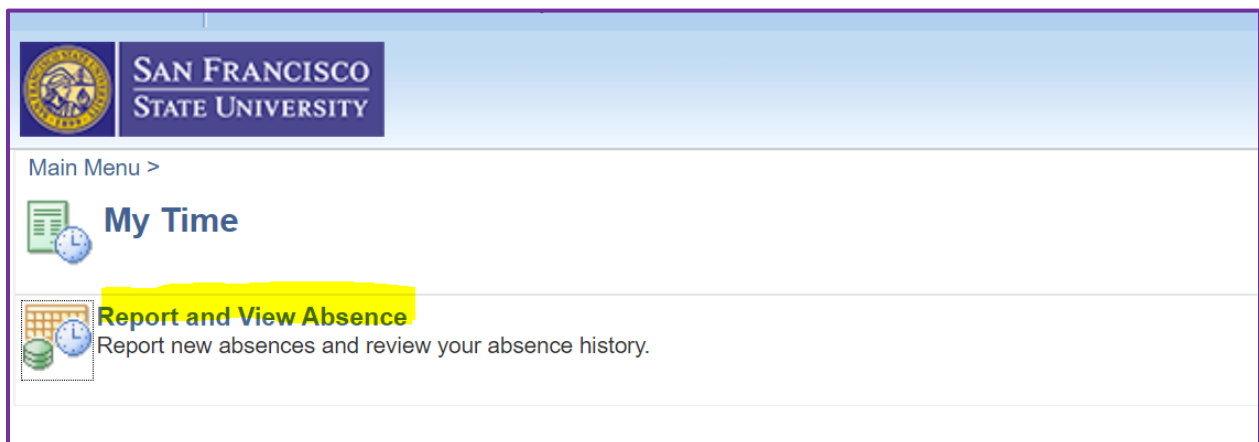
After logging in to your gateway, click on HR Self-Service webpage



Next click on “My time”



Under “My time”, click on “Report and View Absences”

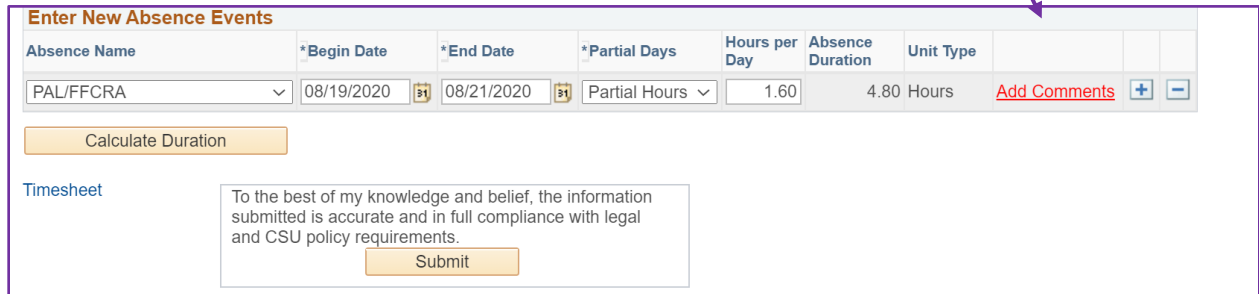


Report Absences by selecting PAL/FFCRA

SPSL can be used on consecutive days or intermittently, based on need.

Example for partial hours:

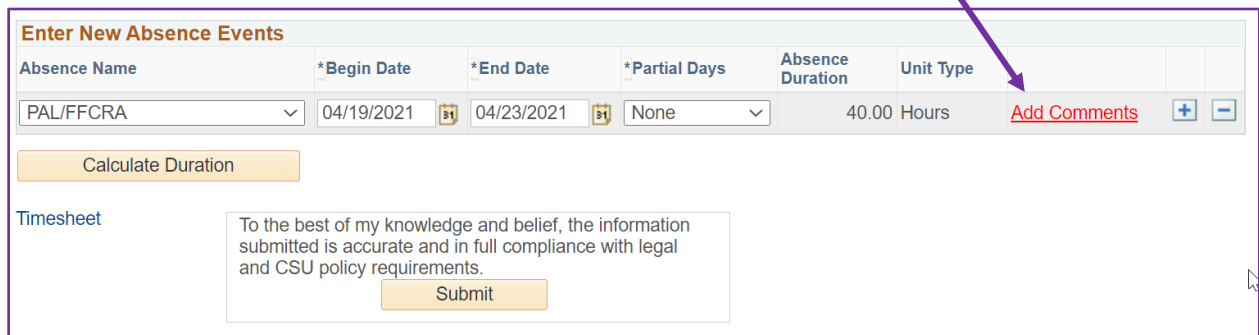
1. PAL/FFCRA – 8/19 – 8/21 – Partial hours – 1.6 hours/day
2. Enter “**SPSL**” & the reason in the Absence Event Comments section
3. Calculate Duration
4. **Click Submit**

Absence Name	*Begin Date	*End Date	*Partial Days	Hours per Day	Absence Duration	Unit Type
PAL/FFCRA	08/19/2020	08/21/2020	Partial Hours	1.60	4.80	Hours

Example for full days:

- PAL/FFCRA – 04/19/2021 – 04/23/2021 – Partial Days = None
- Enter “**SPSL**” & the reason in the Absence Event Comments section
- Calculate Duration
- Click Submit



Absence Name	*Begin Date	*End Date	*Partial Days	Absence Duration	Unit Type
PAL/FFCRA	04/19/2021	04/23/2021	None	40.00	Hours