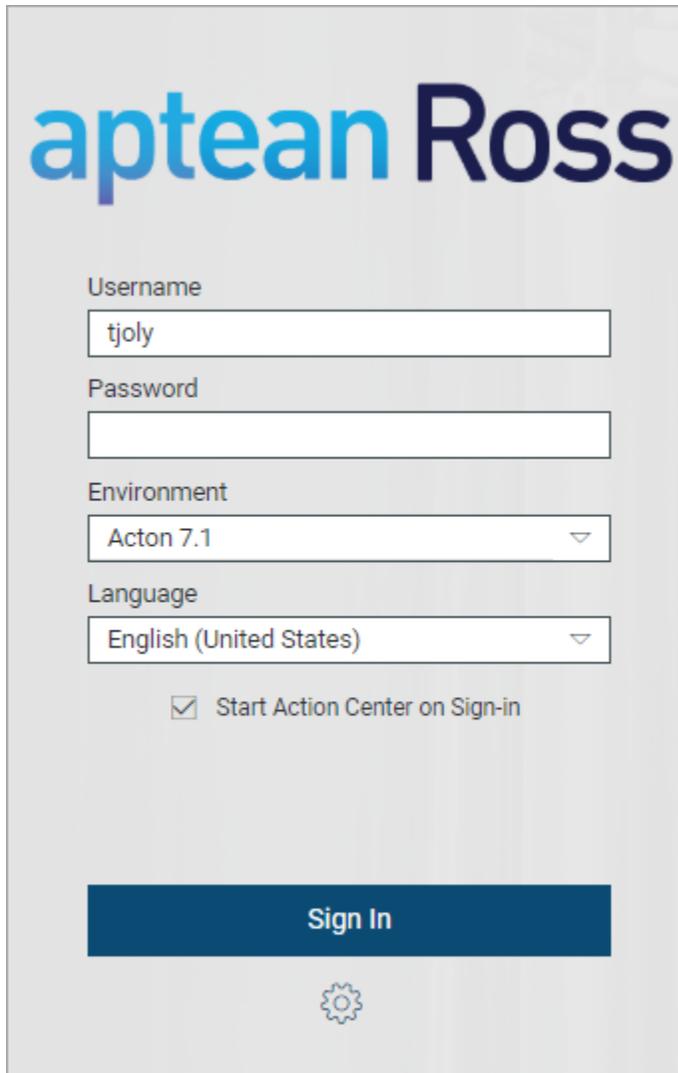# Emergency Sick Leave Data Entry

The Emergency Sick Leave is entered through a Ross Function. You can access it with the Ross Smart Client if you are on-site or have a VPN connection. You can also access the function by going to https://erp.haartz.com.

The instructions here are for entering the information via erp.haartz.com. You MUST have a google chrome browser. If you do not have chrome you can download it at https://www.google.com/chrome/

The initial screen you will see is a login screen. Please use your normal Ross username and password to access the system. If you do not have Ross access please contact MIS.
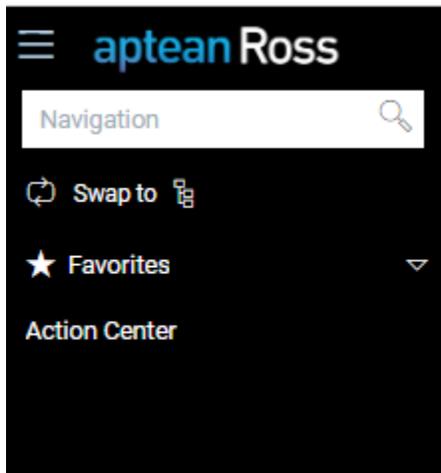
Emergency Sick Leave Data Entry

When Logged in You will see a menu bar on the left similar to the one below.

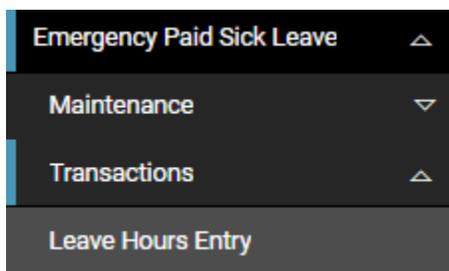This menu is your personal menu which comes up when you first log in.

Click Swap to in order to get the Master Menu.

Look for the following menu option.

If you do not have this menu option please send an e-mail to MIS Hardware.

Expand the Emergency Sick Leave hours then Transactions and look for Leave Hours Entry.

Click on the Leave Hours Entry to open the program.

Note: The system will try to determine your Employee Code. If it cannot you will see a dialogue box stating it cannot find your Employee Code and to contact MIS. Please send an e-mail to MIS Hardware.

Emergency Sick Leave Data Entry

The first time in you will be presented with a screen with no employees. To add employees (including yourself) press the insert key or right mouse click on the grid and select insert.

Note: You only need to add the employees you are doing entry for once. When you exit and go back in, they will come up automatically.

You will then be presented with a list of employees.

To select an employee. Double-Click on the line of the employee you would like to select. (In the smart client you only single click the line.) To search for an employee, press the F2 key.

Emergency Sick Leave Data Entry

Employee Selection

S F	Last Name	First Name	Department
	joly		
	JOLY	ERIC	Materials Management
*	JOLY	THOMAS	Gen. & Administration

Note: The Asterisk next to the name. That lets you know you have selected the employee.

When you are done selecting employees press Escape or the F5 key to update the system with your selections.

Employees

Last Name	First Name	Department	Num Hours
JOLY	THOMAS	Gen. & Adminis...	0.00

To update the hours for an Employee double-click on the employee you would like to update.

JOLY, THOMAS

Report Date	Reason Code	Description	Num Hours	Comments	

To update the hours. Press the Insert key or right mouse click on the grid and click insert.

Report Date. This is the date the Employee took Emergency Sick Leave.

Report Date

11-APR-202 📅

You can click on the calendar Icon to select the date or enter the date in the format of MMDDYY.

Report Date

040720 📅

Press Enter to go to the next field.

Reason Code. This is the reason for the leave. If you know the code you can enter it directly or you can press F4 or click the magnifying glass to see a list of valid reason. These reasons match the form that the employee signed.

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Reaso Code	Description
1	FED, ST, LOCAL QUARANTINE
2	SELF-QUARANTINE
3	SYMPTOMS OF COVID-19
4	CARING FOR AN INDIVIDUAL
5	I AM CARING FOR MY CHILD

Number of Hours. Enter the number of hours of emergency sick leave the person took.

Num Hours
0.00

After you enter the number of hours you will be presented with a comment box. If there are particular reasons why leave was taken on this day you can enter it here.

Comments   ✕

This is a comment box. Where you can put additional information if necessary. You can type as much as you need to.

To exit the comment box and continue forward press the tab key or the F5 key.

JOLY, THOMAS

Report Date	Reason Code	Description	Num Hours	Comments
07-APR-2020	1	FED, ST, LOCAL QUARANTINE	8.00	This is a comment box. Where you can put addition...

Emergency Sick Leave Data Entry

Continue entering hours for this employee as necessary. When finished press the escape key. To exit the screen, press the Escape key again.

Employees

Last Name	First Name	Department	Num Hours
JOLY	THOMAS	Gen. & Adminis...	8.00

Note the total number of hours will be updated next to the employee's name.

Signing Off of the Browser client.
Please be sure to click on the silhouette of the person in the upper right corner.

Navigation

That will bring up the setting.
Please click Sign Off.

Settings ✕

tjoly

Manage Favorites

Theme ▽

Log

Sign Off