

# Reviewing and Submitting Sick Leave Payment Requests in Connect

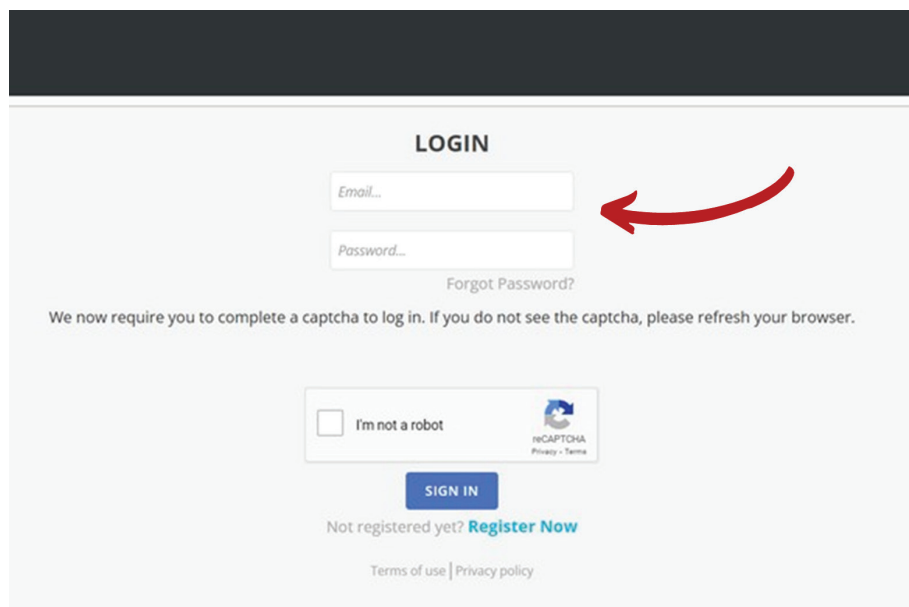
## Overview

Colorado Senate Bill 20-205, also called the Healthy Families and Workplaces Act, makes sure that workers in Colorado can get paid sick leave. Starting January 1, 2022, all Colorado employers must give paid sick leave to their employees. For every 30 hours you work, you earn 1 hour of paid sick leave. You can earn up to 48 hours of sick leave each year. You can use this sick leave as you earn it. If you don't use all of your sick leave in a year, you can keep the extra hours for the next year, but you can't have more than 48 hours at once.

## Submitting a Sick Leave Payment Request - Employers

Attendants can ask for sick time by telling their employer. They need to fill out a [Sick Time Request Form](#) and give it to their employer. The employer should keep a copy of this form in the attendant's file. Once the sick time is approved, the employer can submit the request in the [Palco Connect portal](#).

**Step 1:** Employers will go to the Connect website and log in using their own username and password.



**LOGIN**

Email...

Password...

[Forgot Password?](#)

We now require you to complete a captcha to log in. If you do not see the captcha, please refresh your browser.

☐ I'm not a robot

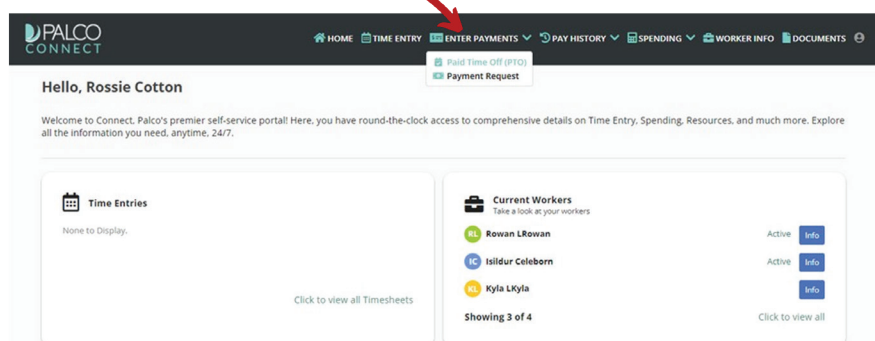
 hCAPTCHA  
Privacy - Terms

**SIGN IN**

Not registered yet? [Register Now](#)

[Terms of use](#) | [Privacy policy](#)

**Step 2:** Click on **Enter Payments** and then select **Paid Time Off (PTO)** at the top of your screen.



**PALCO CONNECT**

HOME TIME ENTRY **ENTER PAYMENTS** PAY HISTORY SPENDING WORKER INFO DOCUMENTS

**Hello, Rossie Cotton**

Welcome to Connect, Palco's premier self-service portal. Here, you have round-the-clock access to comprehensive details on Time Entry, Spending, Resources, and much more. Explore all the information you need, anytime, 24/7.

**Time Entries**

None to Display.

[Click to view all Timesheets](#)

**Current Workers**

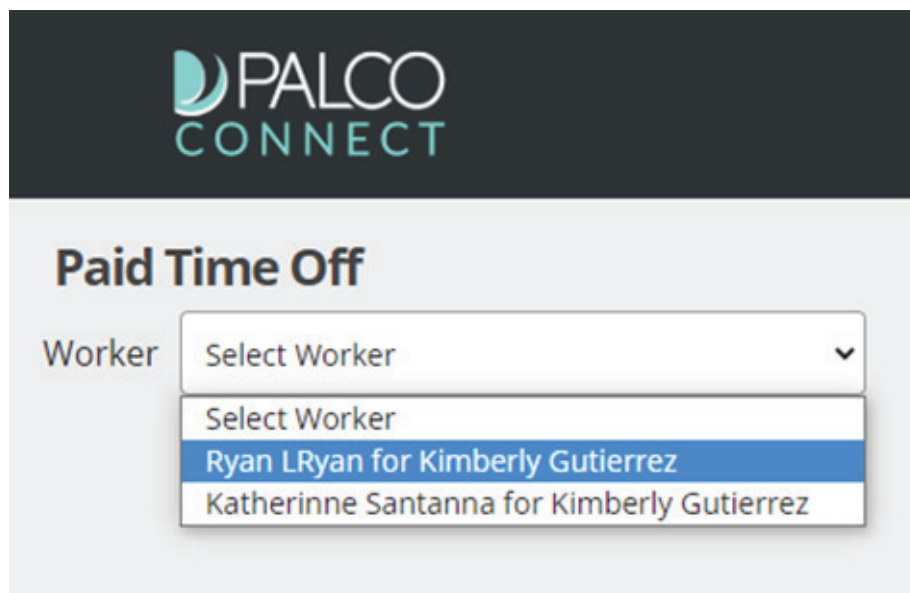
Take a look at your workers

|                                                                                                      |        |                      |
|------------------------------------------------------------------------------------------------------|--------|----------------------|
|  Rowan L Rowan    | Active | <a href="#">Info</a> |
|  Isildur Celeborn | Active | <a href="#">Info</a> |
|  Kyla Likyla      |        | <a href="#">Info</a> |

Showing 3 of 4

[Click to view all](#)

**Step 3:** Choose the attendant for whom you are requesting sick time payment.



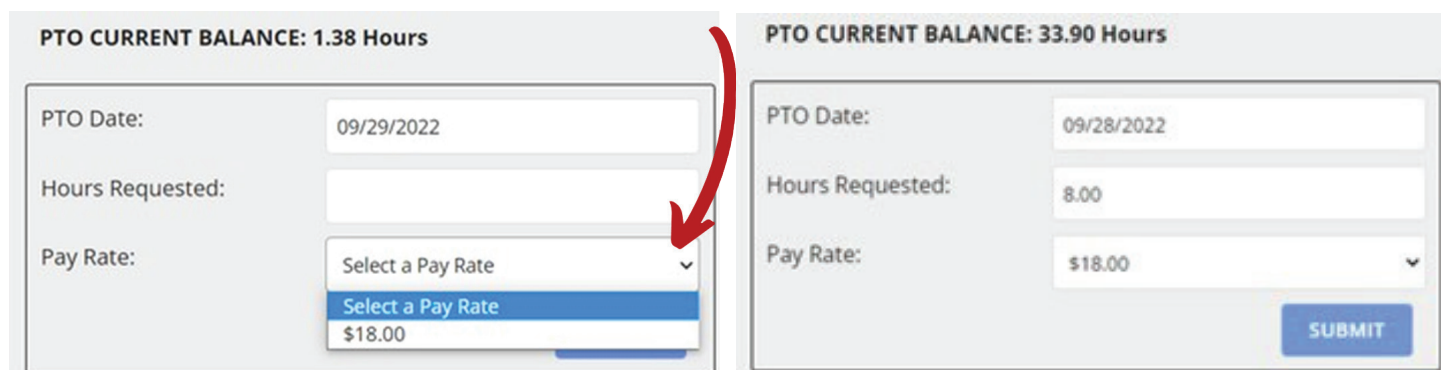
**PALCO CONNECT**

### Paid Time Off

Worker

- Select Worker
- Ryan LRyan for Kimberly Gutierrez**
- Katherine Santanna for Kimberly Gutierrez

**Step 4:** Fill in the required details on the screen. This includes the PTO date and the hours requested. When you pick the pay rate, click on **Select a Pay Rate** and choose the default weighted average rate. After you have finished, click **Submit**.



**PTO CURRENT BALANCE: 1.38 Hours**

PTO Date:

Hours Requested:

Pay Rate:

- Select a Pay Rate
- \$18.00**

**PTO CURRENT BALANCE: 33.90 Hours**

PTO Date:

Hours Requested:

Pay Rate:

**SUBMIT**

**Step 5:** After you submit the request, you can see it in the **PTO Request History**. This will show you all the details of your request and its current status.

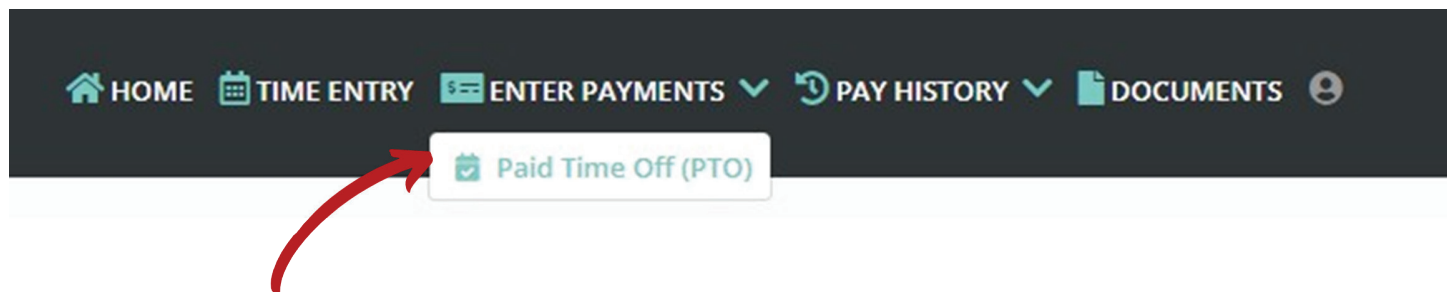
| PTO HISTORY        |       |                                               |                                      |                                                        |
|--------------------|-------|-----------------------------------------------|--------------------------------------|--------------------------------------------------------|
| Filter records by: |       | <input checked="" type="radio"/> Service Date | <input type="radio"/> Requested Date | Limit Range: <input type="text" value="Last 60 Days"/> |
| Service Date       | Hours | Pay Rate                                      | Date Requested                       | Status                                                 |
| 09/28/2022         | 8.00  | 18                                            | 09/28/2022                           | Approved For Payment                                   |

When you ask for sick time, it is paid on the regular payroll schedule shown on the Palco website. Palco will reject the request and email the employers if it doesn't follow the rules or is for too many hours. You need to send a new request that follows the rules.

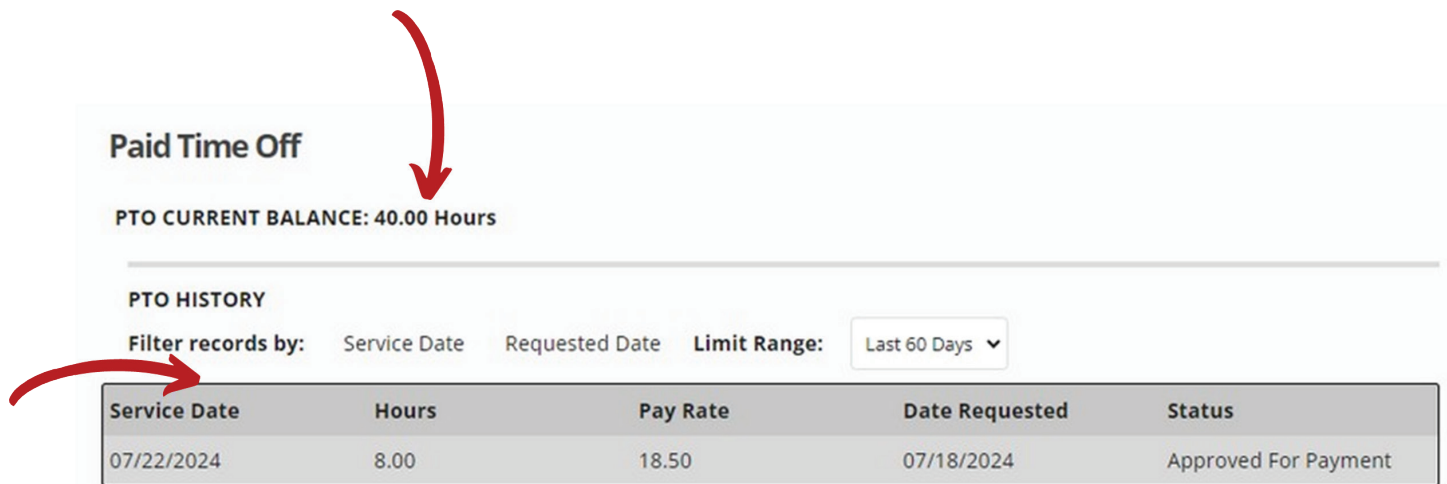
# Attendant Review

The attendant can see their requests by logging into their Connect account.

**Step 1:** Click on **Enter Payments** and then **Paid Time Off (PTO)** at the top of the screen.



**Step 2:** The attendant can view their current PTO Balance and the history of any PTO requests.



## Types of Errors

When you submit PTO, you might see an error message. This happens if time is entered wrong, or if there isn't enough PTO available in your balance. Make sure to submit PTO requests within 30 days of the current date.

| Connect Error Message                                     | Description                                                                                                                                                                      |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The hours requested exceeded PTO Current Balance.         | The attendant doesn't have enough hours available to cover the PTO request. Please check the balance. Adjust the requested hours so that it doesn't go over the current balance. |
| PTO Hours cannot exceed 24 hours in a day.                | You cannot request PTO for more hours than are in a day. If you need to request time off for more days, please submit separate requests for each day.                            |
| PTO requests must be within 30 days of PTO Date selected. | You must submit all requests within 30 days of the current date.                                                                                                                 |



## Other Questions? Contact Palco!

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