Scheduled and Unscheduled Time Off (PTO)/ (VAC)/ (Sick) 
Non-Productive Entry

1. Login to 
https://timenet.gru.edu/APIHealthcare/login.aspx
2. Click on Employee Icon.
3. Click on Add Calendar button under the Employee Actions Section on the left side of screen
4. Enter “Date” for day requesting off and press tab.
5. At the “Pay Code” section, click in box and a list of pay codes will display on the right side of the screen. Select the pay code and press tab.
6. At the “Time” section, enter the start time of your shift and press tab. (Example: 0700 for 7am or 1530 for 3:30pm)
7. At the “Hours/Unit” section, enter the number of hours and press tab. (Example: 8.0 is for 8 hours)
8. Click the “Save” button when done.

Important for Medical Center employees: PTO for a specific pay period must be entered prior to the last Saturday of the pay period during which the time is taken. Also, PTO can be entered up to 3 months in advance.

Functional System 
Administrators (FSA) Contact Information

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[Monthly View]

To request multiple days off using the same pay code you can use the Monthly View Option:

1. Click on the Employee Icon.
2. Monthly View Button is located under the Employee Section on the left side of screen.
3. The calendar displays the current month and highlights the current day.
4. Navigate to the correct month you are requesting leave. Click on the first day and hold the Ctrl key and then click on the last day
5. Once you have selected the days they will appear as highlighted, Click on the “Add Calendar” button.
6. Once on the “Add Calendar” screen, you will notice multiple days selected in the Date section.
7. At the “Pay Code” section, click in box and a list of pay codes will display on the right side of the screen. Select the pay code and press tab.
8. At the “Time” section, enter the start time of your shift and press tab. (Example: 0700 for 7am or 1530 for 3:30pm)
9. At the “Hours/Unit” section, enter the number of hours per one day and press tab. (Example: 8.0 for 8 hours) Do not enter the total amount of hours for all the days you are requesting.

[Helpful Tips]

Date

Entering a value of “T” in the date pre-populates the field with today’s date,

OR Click on the calendar on the right side of screen to select a date,

OR Manually key the date.

The format is mm/dd/yyyy

Time

The time must be entered in a 24hour format. If entered in a non 24 hour format, the system reformats the time into a 24 hour format if you add PM after the time. Example: 3:00pm will change to 15:00 automatically.

[Benefit Balances]

To view Benefit Balances:

1. Click on the Employee Icon
2. Benefit Balances are located below the Transaction List section in the middle of the screen.
3. Click on the red arrow to expand the Benefit card to see the balances.