




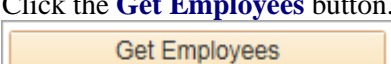



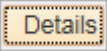
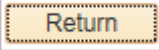


View Sick, Annual, Comp and FMLA

Step	Action
1.	Click the NavBar and then Click the Navigator button. 
2.	Click the Manager Self Service menu. 
3.	Click the Time Management menu. 
4.	Click the Report Time menu. 
5.	Click the Timesheet menu. 
6.	Click in the Empl ID field. 
7.	Enter the desired information into the Empl ID field. Enter a valid value, for example " 999456 ".
8.	Enter the desired information into the Date field. Enter a valid value, for example " 05202012 ".
9.	Click the Get Employees button. 
10.	Click the link for the desired employee.
11.	<p>After an employee submits time, Sick and Vacation balances update to reflect the Leave taken. Leave Adjustment TRCs and the Leave award will not be reflected in these balances until after Pay Confirm.</p> <p>A Comp Time Balance displays if the employee is enrolled in a Comp Time Plan. Comp Time balances update after the Time Admin Process, and are based on the date entered on the Timesheet.</p> <p>Click the Leave/Compensatory Time tab to view the balances. </p>

Step	Action
12.	Return to the Homepage by clicking the Home icon to navigate to the Leave Balances page.
13.	Click the NavBar and then Click the Navigator button. 
14.	Click the DE Leave Accrual Components menu. DE Leave Accrual Components >
15.	Click the LA Inquiries menu. LA Inquiries >
16.	Click the View Leave Balances menu. View Leave Balances
17.	Enter the desired information into the Empl ID field. Enter a valid value, for example " 999456 ".
18.	Click the Search button. 
19.	View Leave Balances page displays balances for an employee as of a pay period end date for Sick Leave , Annual Leave , Comp Time , and FMLA .
20.	Monthly Accrual Rate Annual/Sick is the number of Annual Leave and Sick Leave hours an employee accrues per month.
21.	FMLA Year Begin/Expiration Date is populated the first time a FMLA Time Reporting Code is reported.
22.	Service Date is used to determine months of service for Annual Leave accrual.
23.	Last Pay Period End Date is the end date of the last confirmed pay period.
24.	To view historical balances, change the date in the BALANCES ARE AS OF field. Any date can be entered; however, the data displayed is as of the closest Last Pay Period End Date when the Refresh Date button is clicked.
25.	Description identifies the Leave Plan.
26.	Hours Carried Over-Prev Year displays the number of hours carried over from the previous plan year.
27.	Hours Earned Year-to-Date displays the number of hours awarded for the plan year as of the pay period end date of the last confirmed pay period.
28.	Hours Adjusted Year-to-Date displays the number of hours entered using Leave adjustment codes for the plan year.
29.	Hours Available Year to Date displays the sum of Hours Carried Over-Prev Year plus Hours Earned Year-to-Date minus or plus Hours Adjusted Year-to-Date .

Step	Action
30.	Hours Taken Year-to-Date displays the total number of hours taken for the plan year.
31.	Leave Hours Balance displays the Hours Available Year-to-Date minus Hours Taken Year-to-Date .
32.	<p>To review specific details of any leave earned or taken, click on the corresponding Details button.</p> <p>Click the Details button.</p> 
33.	The View Leave Detail page lists leave hours Earned, Taken, Adjusted , and the date and number of hours associated with that Time Reporting Code.
34.	<p>Click the Return button.</p> 
35.	<p>Congratulations! You are now able to:</p> <ul style="list-style-type: none"> - Understand Leave Balances on the Timesheet page. - Understand the View Leave Balances page. <p>End of Procedure.</p>