

Employee Self Service Time Off Information

After you log into Employee Self Service, in the main menu, you will see a link to Time Off Information. Click on this link to access your time off records.

Self Service
Navigate to your self service information and activities.

- Time Off Information**
Review time off taken and vacation, sick and personal time earned.
- Personal Information**
Review and update your personal information.
 - Home and Mailing Address
 - Phone Numbers
 - Email Addresses
 - 2 More...
- Payroll and Compensation**
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
 - View Paycheck
 - Notice of Deposit
 - Voluntary Deductions
 - 3 More...
- Benefits**
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
 - Benefits Information
 - Dependents and Beneficiaries
 - Benefits Summary
 - 2 More...

Time Off Information
Below is information about your time off available and time taken.
If you have questions about this information, please speak to your manager.

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Need Help? [Time Off Tip Sheet](#)

Balance Year-To-Date (in hours)		Time Taken Year-To-Date (in hours)	
Vacation:	91.18	Vacation:	28.00
Personal Time:	0.00	Personal Time:	0.00
Sick Time:	910.00	Sick Time:	0.00
Non-Exempt Sick Bonus:	0.00	Non-Exempt Sick Bonus:	0.00

Maximum Balance Allowed (in hours)	
Vacation:	280.00
Sick:	910.00

Employee Detail

Select Year: Current Year Previous Year All

Vacation Balance by Month: 2008 (NOTE: hours in Blue Text are projections based on current employment status)

Jan:	95.84	Apr:	102.85	Jul:	137.86	Oct:	172.87
Feb:	79.51	May:	114.52	Aug:	149.53	Nov:	184.54
Mar:	91.18	Jun:	126.19	Sep:	161.20	Dec:	196.21

Select one or more to display in detail below

Vacation
 Personal Days
 Sick
 Bonus Days
 Accrual & Awards

Type	Date	Hours Taken	Hours Added	Entered by
Employee Vacation	Friday 02/22/2008	7.00		
Employee Vacation	Thursday 02/21/2008	7.00		
Employee Vacation	Wednesday 02/20/2008	7.00		
Employee Vacation	Tuesday 02/19/2008	7.00		

Information” below). You can see even more detail about Time Taken and Time Added by “checking off” the boxes under the Time Taken and Time Added banners.

A page displaying your Time Off Information will appear. The top portion of the page contains a summary of your current Time Off balances and the Time Off you have taken.

Your maximum allowable sick time and vacation hours are displayed.

Under Employee Detail, you can see your vacation balance by month (as time will be accrued). The hours in blue are your projected vacation balances based on your current employment status.

You can look at all of your Time Off information, or just information for the current or previous year. This system began on 1/1/08 so no information prior to that date is available. You may also view the Time Off information of employees who report directly to you (see “Viewing Your Direct Reports’ Time Off

Check off these boxes to see more detail about the time you have taken off and the time that has been added for you.

If you want to see the vacation time you have taken, check off the “Vacation” box. If you want to see the sick time you have taken, check off the “Sick” box. In the same way, you can also check your personal time. Bonus Days are awarded to non-exempt staff only.

You can also view time that has been accrued or awarded by checking off the “Accrual & Awards” box.

You may select all the boxes to view all your time taken and time added.

Select one or more to display in detail below

Vacation Personal Days Sick Bonus Days Accrual & Awards

View All First 1-4 of 4 Last

Type	Date	Hours Taken	Hours Added	Entered by
Employee Vacation	Friday 02/22/2008	12.00		
Employee Vacation	Thursday 02/21/2008	12.00		
Employee Vacation	Wednesday 02/20/2008	7.00		
Employee Vacation	Tuesday 02/19/2008	7.00		

Select one or more to display in detail below

Vacation Personal Days Sick Bonus Days Accrual & Awards

View All First 1-3 of 3 Last

Type	Date	Hours Taken	Hours Added	Entered by
Employee Vacation	Accrual Process 01/15/2008		11.67	
Employee Sick	Award Process 01/01/2008		910.00	
Employee Vacation	Beginning Balance 12/31/2007		84.17	

Select one or more to display in detail below

Vacation Personal Days Sick Bonus Days Accrual & Awards

View All First 1-7 of 7 Last

Type	Date	Hours Taken	Hours Added	Entered by
Employee Vacation	Friday 02/22/2008	12.00		
Employee Vacation	Thursday 02/21/2008	12.00		
Employee Vacation	Wednesday 02/20/2008	7.00		
Employee Vacation	Tuesday 02/19/2008	7.00		
Employee Vacation	Accrual Process 01/15/2008		11.67	
Employee Sick	Award Process 01/01/2008		910.00	
Employee Vacation	Beginning Balance 12/31/2007		84.17	

Viewing Your Direct Reports' Time Off Information

Time Off Information

Return to: [Self Service Home](#)
Need Help? [Time Off Tip Sheet](#)

Viewing: Testcase,TOS [Return to your record](#)

Balance (in hours)		Time Taken (in hours) current calendar year	
Vacation:	94.52	Vacation:	0.00
Personal Time:	7.00	Personal Time:	0.00
Sick Time:	185.25	Sick Time:	0.00
Non-Exempt Sick Bonus:	0.00	Non-Exempt Sick Bonus:	0.00

Direct Reports [View All](#) [First](#) 1-2 of 2 [Last](#)

EmpID	Name	Job Title	Select Employee
1036124	Testcase,TOS	Administrative Assistant	Select Employee
1036123	Testcase,Time Off	HR Project Lead/Business Analy	Select Employee

Employee Detail

Select Year Current Year Previous Year All Viewing: Testcase,TOS

Vacation Balance by Month: 2008

Jan:	85.77	Apr:		Jul:		Oct:	
Feb:	94.52	May:		Aug:		Nov:	
Mar:		Jun:		Sep:		Dec:	

Select one or more to display in detail below

Time Taken Time Added

Click here to return to viewing your own information.

Click on “Select Employee” to view an employee’s information.

The name of the employee you are viewing will appear here, in red.

You can view the Time Off information of employees who report directly to you by clicking on the “Select Employee” button in their row. Under Employee Detail, you will see the employee’s name appear in red letters letting you know you are viewing their data. Once you are finished viewing the employee’s data, you may select another employee by clicking on their “Select Employee” button, or you may return to viewing your own record by clicking on the “Return to your record” button near the top of the page.