



Leave Balance Overview

Overview Employees can view their leave balances as well as a history of hours used through the Leave Balance Overview screen. Balances can be viewed for the last 18 months. Any adjustments made to balances can also be viewed from this screen.

Guidelines The following guidelines apply to leave balances:

- Current Balances section provides a summary of the employee’s current balances and is updated every 15 minutes.
 - Total Hours Available reflects the employee’s current available hours. This does not take into account hours that are pending approval.
 - Pending Timesheet Hours reflects all leave hours that have been saved/submitted, but not approved. This would include pending hours from prior pay periods.
 - Net Hours Available reflects the actual number of leave hours the employee can use.
- Pay Period Overview section provides leave balance information specific to the pay period selected. This section also updates every 15 minutes, except for Leave Balance Adjustments, which are updated nightly through the Time Eval process.
 - Only the Beginning and Ending Balance lines will display in this section unless leave has been used, accrued and/or adjusted for that pay period.
 - Pending Approval will only indicate those leave hours in the selected pay period, which have been saved/submitted, but not approved.
- Only those leave types that have hours available for the pay period selected will display on the screen.
- Leave Without Pay (LWOP) and Administrative Leaves will not be displayed on this screen.
- Negative current or ending balances will display when present.
- Balances will be adjusted accordingly when changes are made to previous pay periods. For example if a January timesheet with sick time was approved in April, all the balances for January, February, March and April will be adjusted to reflect the use of sick time.

Key Activities The following activities will be covered in this section of the Attendance & Leaves User Guide.

Key Activity	Page
Accessing The Screen	3
Viewing Leave Balances	6

Continued on next page



Leave Balance Overview, Continued

Leave Balance Overview Screen

This section contains the employee's personal information.

Employee ID #: Title: 60019689 - FAMILY SERVICES COUNSELOR Agency: DCF - Children and Families

These buttons are used to scroll through the Payroll Periods.

This section provides a list of the pay periods available for viewing.

This section provides the leave balance details.

Leave Balance Overview->Details						
Current Balances						
	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	SPECIAL COMP LEAVE	PERSONAL HOLIDAY
Total Hours Available	12/08/2005	26.500	224.000	0.000	4.000	0.000
Pending Timesheet Hours	12/08/2005	24.000				
=====						
Net Hours Available	12/08/2005	2.500	224.000	0.000	4.000	0.000

Pay Period Overview						
	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	SPECIAL COMP LEAVE	PERSONAL HOLIDAY
Beginning Balance	09/23/2005	4.50	220.00	20.00	4.00	1.00
Accrual	10/06/2005	4.00	4.00	0.00	0.00	0.00
Adjustments	09/25/2005	10.00	0.00	0.00	0.00	0.00
Used	N/A	0.00	0.00	(20.00)	0.00	(1.00)
Ending Balance	10/06/2005	18.50	224.00	0.00	4.00	0.00
Pending Approval	N/A	16.00	0.00	0.00	0.00	0.00

Key Information

The following information is provided for those leave types when the employee has available balances.

- Current Balances Section:
 - Total Hours Available
 - Pending Timesheet Hours
 - Net Hours Available
- Pay Period Overview Section:
 - Beginning Balance
 - Accrual
 - Adjustments
 - Used
 - Ending Balance
 - Pending Approval

NOTE: Information will only display once activity has occurred for a leave type. For example, if the employee has not submitted any leave, then only the Beginning Balance and Ending Balance rows will display for the pay period.

Continued on next page



Leave Balance Overview, Continued

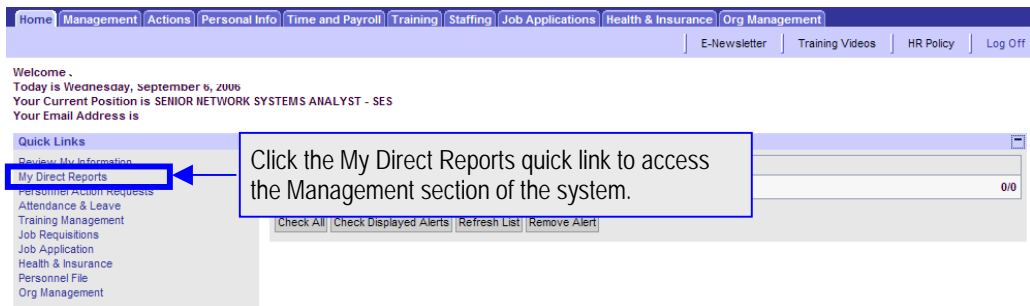
Finding A Payroll Period

The People First System automatically displays the current payroll period upon entering the Leave Balance Overview screen. If another payroll period is needed, use one of the following buttons located below the Payroll Period box to move through the listing of payroll periods.

Button	Function
First Page	Displays the first page of listings, which are the oldest three (3) payroll periods.
Previous Page	Displays the previous three (3) payroll period listings
Next Page	Displays the next three (3) payroll period listings.
Last Page	Displays the last page of payroll period listings.

Accessing the Screen

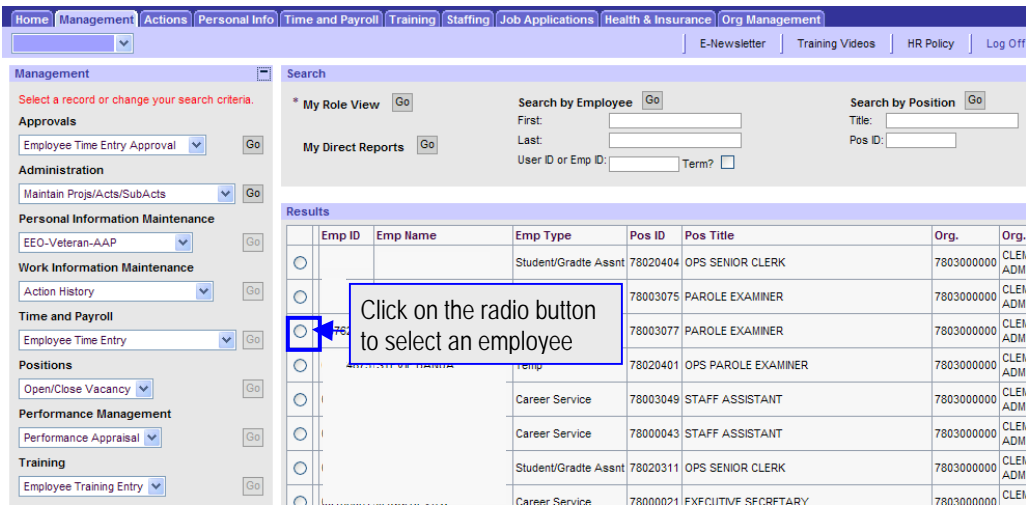
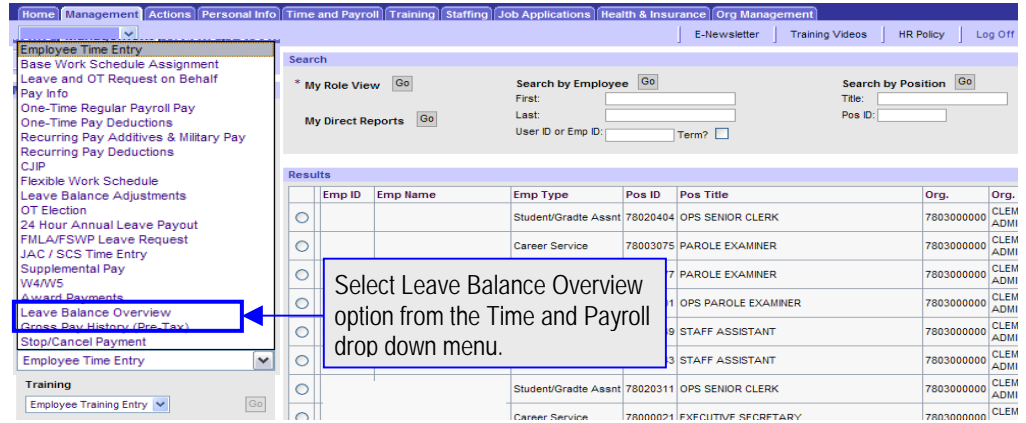
Follow the steps below to access the Leave Balance Overview screen.

Step	Action
1	<p>Click on the My Direct Reports link from the Quick Links list on the People First Home Page. The Management Menu screen will be displayed.</p>  <p>NOTE: For information on logging in to the People First system, refer to the <i>Navigating the People First Web Site</i> User Guide located at: http://dms.myflorida.com/human_resource_support/people_first/for_hr_professionals/training_documents.</p>

Continued on next page



Leave Balance Overview, Continued

Step	Action
2	<p>Click the radio button (circle) to the left of the employee's information on the Management menu to select the employee.</p>  <p>NOTE: If there is no Employee Name or Employee ID, then it is an unfilled position. The manager will need to check with his/her HR Office to determine the status of this position.</p>
3	<p>Select Leave Balance Overview from the Time and Payroll drop down menu by clicking the ▼ button.</p> 

Continued on next page



Leave Balance Overview, Continued

Step	Action
4	Click the Go button. The Leave Balance Overview screen will be displayed.

The screenshot shows a web-based HR system interface. On the left is a navigation menu with categories: Management, Approvals, Administration, Personal Information Maintenance, Work Information Maintenance, Time and Payroll, Positions, Performance Management, and Training. Under 'Time and Payroll', 'Leave Balance Overview' is selected, and its 'Go' button is highlighted with a blue box and an arrow. A text box with the instruction 'Click the Go button to access the Leave Balance Overview screen.' points to this button. On the right, there is a search area with 'My Role View' and 'My Direct Reports' buttons, and a search form for employees. Below the search area is a 'Results' table with columns: Emp ID, Emp Name, Emp Type, Pos ID, and Pos Title. The table contains several rows of employee data.

Emp ID	Emp Name	Emp Type	Pos ID	Pos Title
		Student/Grade Assnt	78020404	OPS SENIOR
		Career Service	78003075	PAROLE EXA
			78003077	PAROLE EXA
			78020401	OPS PAROLE
		Career Service	78003049	STAFF ASSK
		Career Service	78000043	STAFF ASSK
		Student/Grade Assnt	78020311	OPS SENIOR
		Career Service	78000021	EXFCUTIVE S

Continued on next page



Leave Balance Overview, Continued

Viewing Leave Balances

Follow the steps below to view the leave balances for a specific pay period.

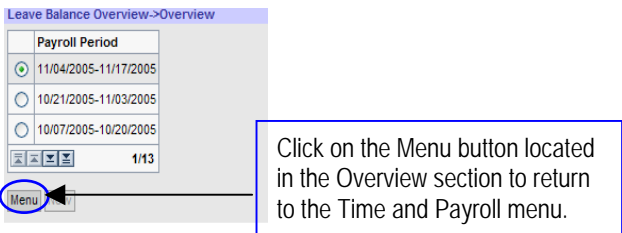
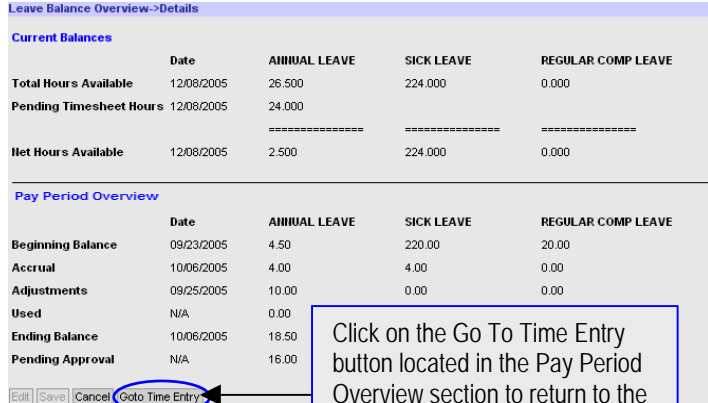
NOTE: Refer to the Accessing the Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action						
1	<p>Click on the Radio button for the pay period desired in the Overview box. The leave balances for that pay period will be displayed in the Details box. The Pay Periods are listed in descending order, which means the current pay period is listed at the top.</p> <p>NOTE: The current pay period is automatically selected upon entering this screen from the Time & Payroll menu. If entering this screen from the Employee Time Entry screen, the pay period selected on the Employee Time Entry screen is automatically selected.</p>						
2	<p>Determine if another pay period needs to be viewed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Yes</td> <td>Repeat Step 1.</td> </tr> <tr> <td style="text-align: center;">No</td> <td>Proceed to Step 3.</td> </tr> </tbody> </table>	If...	Then...	Yes	Repeat Step 1.	No	Proceed to Step 3.
If...	Then...						
Yes	Repeat Step 1.						
No	Proceed to Step 3.						

Continued on next page



Leave Balance Overview, Continued

Step	Action																																																							
3	If exiting to ...	Then...																																																						
	Time & Payroll Menu	<p>Click on the Menu button located in the Overview section to return to the Time and Payroll menu.</p>  <p>Leave Balance Overview->Overview</p> <table border="1"><thead><tr><th>Payroll Period</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> 11/04/2005-11/17/2005</td></tr><tr><td><input type="radio"/> 10/21/2005-11/03/2005</td></tr><tr><td><input type="radio"/> 10/07/2005-10/20/2005</td></tr></tbody></table> <p>1/13</p> <p>Menu</p>	Payroll Period	<input checked="" type="radio"/> 11/04/2005-11/17/2005	<input type="radio"/> 10/21/2005-11/03/2005	<input type="radio"/> 10/07/2005-10/20/2005																																																		
Payroll Period																																																								
<input checked="" type="radio"/> 11/04/2005-11/17/2005																																																								
<input type="radio"/> 10/21/2005-11/03/2005																																																								
<input type="radio"/> 10/07/2005-10/20/2005																																																								
Employee Time Entry screen	<p>Click on the Go To Time Entry button located in the Pay Period Overview section to return to the Employee Time Entry screen.</p>  <p>Leave Balance Overview->Details</p> <p>Current Balances</p> <table border="1"><thead><tr><th></th><th>Date</th><th>ANNUAL LEAVE</th><th>SICK LEAVE</th><th>REGULAR COMP LEAVE</th></tr></thead><tbody><tr><td>Total Hours Available</td><td>12/08/2005</td><td>26,500</td><td>224,000</td><td>0,000</td></tr><tr><td>Pending Timesheet Hours</td><td>12/08/2005</td><td>24,000</td><td></td><td></td></tr><tr><td>Net Hours Available</td><td>12/08/2005</td><td>2,500</td><td>224,000</td><td>0,000</td></tr></tbody></table> <p>Pay Period Overview</p> <table border="1"><thead><tr><th></th><th>Date</th><th>ANNUAL LEAVE</th><th>SICK LEAVE</th><th>REGULAR COMP LEAVE</th></tr></thead><tbody><tr><td>Beginning Balance</td><td>09/23/2005</td><td>4.50</td><td>220.00</td><td>20.00</td></tr><tr><td>Accrual</td><td>10/06/2005</td><td>4.00</td><td>4.00</td><td>0.00</td></tr><tr><td>Adjustments</td><td>09/25/2005</td><td>10.00</td><td>0.00</td><td>0.00</td></tr><tr><td>Used</td><td>N/A</td><td>0.00</td><td></td><td></td></tr><tr><td>Ending Balance</td><td>10/06/2005</td><td>18.50</td><td></td><td></td></tr><tr><td>Pending Approval</td><td>N/A</td><td>16.00</td><td></td><td></td></tr></tbody></table> <p>Edit Save Cancel Go To Time Entry</p>		Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	Total Hours Available	12/08/2005	26,500	224,000	0,000	Pending Timesheet Hours	12/08/2005	24,000			Net Hours Available	12/08/2005	2,500	224,000	0,000		Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	Beginning Balance	09/23/2005	4.50	220.00	20.00	Accrual	10/06/2005	4.00	4.00	0.00	Adjustments	09/25/2005	10.00	0.00	0.00	Used	N/A	0.00			Ending Balance	10/06/2005	18.50			Pending Approval	N/A	16.00		
	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE																																																				
Total Hours Available	12/08/2005	26,500	224,000	0,000																																																				
Pending Timesheet Hours	12/08/2005	24,000																																																						
Net Hours Available	12/08/2005	2,500	224,000	0,000																																																				
	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE																																																				
Beginning Balance	09/23/2005	4.50	220.00	20.00																																																				
Accrual	10/06/2005	4.00	4.00	0.00																																																				
Adjustments	09/25/2005	10.00	0.00	0.00																																																				
Used	N/A	0.00																																																						
Ending Balance	10/06/2005	18.50																																																						
Pending Approval	N/A	16.00																																																						