

From any computer, open one of the following browsers listed: Firefox Mozilla, Chrome or Internet Explorer Version 11. Go to <http://www.fcps.org>

***Informational Questions:** For leave plan questions, contact the Benefits Office at benefits.office@fcps.org

***Technical Questions:** Contact PeopleSoft Help Desk at 301-644-5322 or email PeopleSoft.HelpDesk@fcps.org

Log into PeopleSoft HR through Employee Self-Service

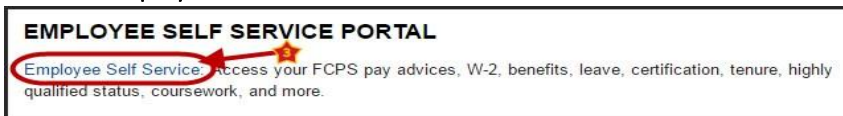
1. Click **For Staff** menu tab.



2. Click on **Employee Portal**



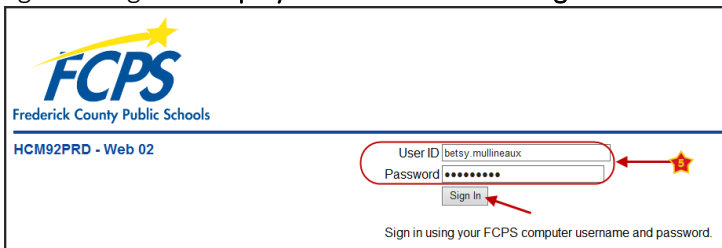
3. Click on **Employee Self Service** link



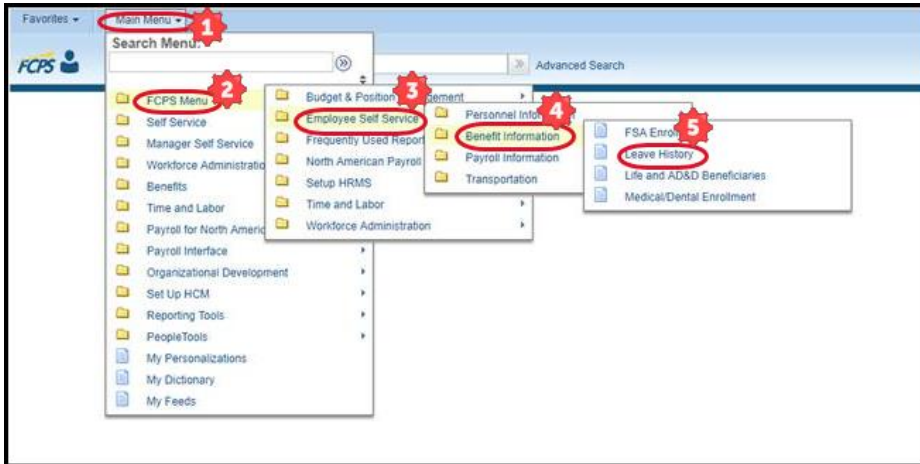
4. Type in your email **Username** and **Password**. Click **Sign In**



5. You are now logged into the FCPS Network (HCM92PRD – Web 02). Type in your email **Username** and **Password** again to log into **Employee Self Service**. Click **Sign In**



6. From the **Menu Bar**, click **FCPS Menu > Employee Self Service > Benefit Information > Leave History**



a. Enter your **Employee ID #** and click **Search**

Leave History

Enter any information you have and click Search. Leave fields blank for a list of all leave history.

Find an Existing Value

Search Criteria

Empl ID **begins with** 1

Name **begins with**

Search **Clear** Basic Search Save Search Criteria 2

b. Click the radio button next to **Sick and Safe** to check your balance

Leave History

ID 000000

Select a leave type: Vacation Sick Personal Comp Time **Sick and Safe** 3

Sick and Safe Hours Year To Date

Process Date	Carried Over from Prev Year	Earned Year-to-Date	Taken Year-to-Date	Adjusted Year-to-Date	Ending Balance
03/01/2018	0.000		-3.000	6.000	3.000

Sick and Safe Hours History Personalize | Find | View All | First 1-6 of 6 Last

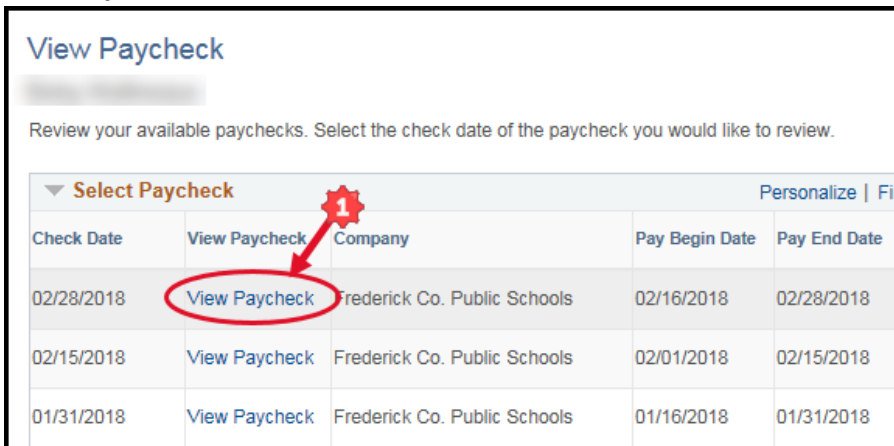
Process Date	Beginning Balance	Earned	Taken	Adjusted	Ending Balance
03/01/18	3.000				3.000
02/28/18	6.000		-3.000		3.000
02/15/18	6.000				6.000
02/12/18	3.000	-3.000		6.000	6.000
01/27/18	1.000	-1.000		3.000	3.000
01/12/18	0.000			1.000	1.000

7. Use the latest **Timesheet** on Form Finder so you can be paid for your Sick and Safe Leave (SAS). Please use the codes below – an XX represents the normal department, program or class that you use now for other supplemental pay.

Supplemental funding code	Account	Fund	Department	Program	Class	Project	TRC
10 General fund	67395	10	XXXX	XXX	XX	00000	SAS
19 Charter School	67395	19	4XXX	XXX	XX	00000	SAS
*20 Restricted	67395	10	XXXX	XXX	XX	00000	SAS
30 FNS	67395	30	XXXX	080	30	00000	SAS
50 Insurance	67395	50	0903	107	XX	00000	SAS

*Fund 20 non-benefitted use of SAS will be recorded in Fund 10. The Department, program and class should mimic the supplemental Fund 20 code used.

8. Viewing your **Paycheck** - From the **Menu Bar**, click **FCPS Menu > Employee Self Service > Payroll Information > View Paycheck**

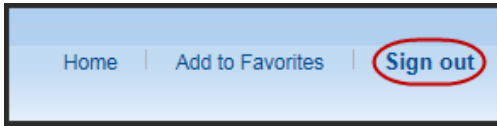


- a. If you filled out a Timesheet requesting to use Sick and Safe Leave (SAS) and your supervisor approved it - you should see your paid leave under the **Hours & Earnings Section – Sick and Safe Pay**. See similar sample below.



Code	Description	Rate Used	Hours	Rate	Amount	Source
SAS	Sick and Safe Pay	Hourly Rate	3.00	11.110000	33.33	

9. **When finished**, remember to **Sign Out** of PeopleSoft in the upper right-hand corner.



10. Do not forget to also log off of **Employee Self Service** by clicking the door icon.

