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

EMPLOYEE SELF SERVICE PORTAL
Employee Self Service: Access your FCPS pay advices, W-2, benefits, leave, certification, tenure, highly qualified status, coursework, and more.

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**

![Menu Bar Screenshot](image1)

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

![Search Screenshot](image2)

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

![Leave History Screenshot](image3)
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.

<table>
<thead>
<tr>
<th>Supplemental funding code</th>
<th>Account</th>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>TRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 General fund</td>
<td>67395</td>
<td>10</td>
<td>XXX</td>
<td>XXX</td>
<td>XX</td>
<td>00000</td>
<td>SAS</td>
</tr>
<tr>
<td>19 Charter School</td>
<td>67395</td>
<td>19</td>
<td>4XXX</td>
<td>XXX</td>
<td>XX</td>
<td>00000</td>
<td>SAS</td>
</tr>
<tr>
<td>*20 Restricted</td>
<td>67395</td>
<td>10</td>
<td>XXX</td>
<td>XXX</td>
<td>XX</td>
<td>00000</td>
<td>SAS</td>
</tr>
<tr>
<td>30 FNS</td>
<td>67395</td>
<td>30</td>
<td>XXX</td>
<td>080</td>
<td>30</td>
<td>00000</td>
<td>SAS</td>
</tr>
<tr>
<td>50 Insurance</td>
<td>67395</td>
<td>50</td>
<td>0903</td>
<td>107</td>
<td>XX</td>
<td>00000</td>
<td>SAS</td>
</tr>
</tbody>
</table>

*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.

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.