

HOW TO RETRIEVE BALANCES FROM OCDE EIS

1. Log into the OCDE Employee Information system (<https://employee.ocde.us>)



Welcome to EIS

If registered, enter login and password.
If not registered, go to [Register User](#).

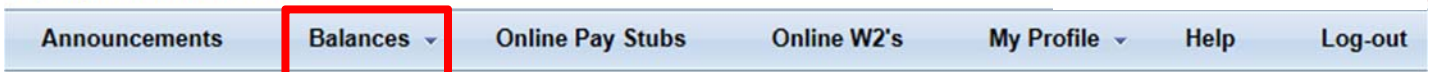
Email Address:
Password:

[Forgot email address?](#)
[Forgot password?](#)
[Need to register or register again?](#)

2. From your home page, select Balances from the tool bar:

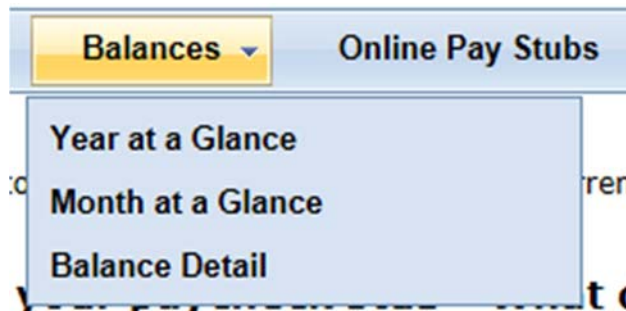


Employee Information System



Please select from the tool bar buttons above to view your current benefits.

3. A drop down will display. Select the best option to narrow down the information you are looking for.



Display Details

Year at a Glance

- The Year at a Glance option displays a yearly summary calendar which includes the colored detail on the calendar itself as well as the employee balance overview for the fiscal year selected.

Year at a Glance for 2016-2017

TIME DISPLAYED IN HOURS AND MINUTES

Balance Type	Begin	Earned	Taken	End
Sick	8:00	96:00	46:15	57:45
Vacation	8:00	184:00	20:00	172:00
Comp	0:00	0:00	0:00	0:00

LEGEND

- FAMILY CARE LEAVE
- HOLIDAY
- MEDICAL/DENTAL APPOINTMENT
- MULTIPLE EVENTS
- SICK
- VACATION

July 2016 - June 2017																												
July							August							September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6						1	2	3							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29		
31																					30	31						
November							December							January							February							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5					1	2	3											1	2	3	4	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25	
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28					
														29	30	31												
March							April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1		1	2	3	4	5	6							1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		

Month at a Glance

- The Month at a Glance option displays a summary of the current month. The month may be changed by selecting the desired month and fiscal year at the top of the screen.

Month at a Glance for October 2016-2017

October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TIME DISPLAYED IN HOURS AND MINUTES

Balance Type	Begin	Earned	Taken	End
Sick	57:45	0:00	0:00	57:45
Vacation	176:00	0:00	4:00	172:00
Comp	0:00	0:00	0:00	0:00

LEGEND

VACATION

Balance Detail

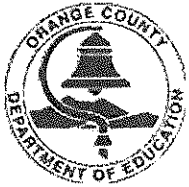
- The Balance Detail option displays a breakdown of each event taken as associated with Sick, Vacation, Comp, or Other Events as listed in the Balance Display.

Time and Attendance Balances

Year: 2016-2017
 Start Date: 07/01/2016
 As of Date: 10/20/2016  Search

TIME DISPLAYED IN HOURS AND MINUTES

Balance Type	Beginning	Earned	Time Taken (broken down)	Ending Balance
Sick	8:00	96:00	FAMILY CARE LEAVE	22:00
			MEDICAL/DENTAL APPOINTMENT	6:30
			SICK	17:45
			TOTAL SICK TIME TAKEN	46:15
				57:45
Vacation	8:00	184:00	VACATION	20:00
			TOTAL VACATION TIME TAKEN	20:00
				172:00
Comp	0:00	0:00	TOTAL COMP TIME	0:00
0:00	0:00		TOTAL OTHER EVENTS TIME	0:00
				0:00



Employee Information System



Employee:

District: COUNTY SUPERINTENDENT SC

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Time and Attendance Balances

Year: 2016-2017

Start Date: 07/01/2016

As of Date: 01/26/2017



Search

TIME DISPLAYED IN HOURS AND MINUTES

Balance Type	Beginning	Earned	Time Taken (broken down)	Ending Balance	
Sick	0:00	48:00	FAMILY CARE LEAVE	2:00	
			9/28/2016	2:00	
			MEDICAL/DENTAL APPOINTMENT	2:05	
			8/24/2016	2:05	
			PERSONAL BUSINESS	12:45	
SICK	23:00				
TOTAL SICK TIME TAKEN	39:50	8:10			
Vacation	0:00	40:00	VACATION PAYOFF	40:00	
			TOTAL VACATION TIME TAKEN	40:00	0:00
Comp	0:00	0:00	TOTAL COMP TIME	0:00	0:00
Other Events	0:00	0:00	OVERTIME	12:30	
			TOTAL OTHER EVENTS TIME	12:30	0:00