



On September 14, 2022, D11 and CSEA signed an MOU regarding accrued sick leave adjustments. Any teacher with a carryover leave balance as of 8/1/22 had that amount multiplied by 1.143. Their carryover balance minus that amount equals the sick leave adjustment given in People Soft Self Service. Please follow the steps below to see the adjustment received and contact the CSEA with any questions.

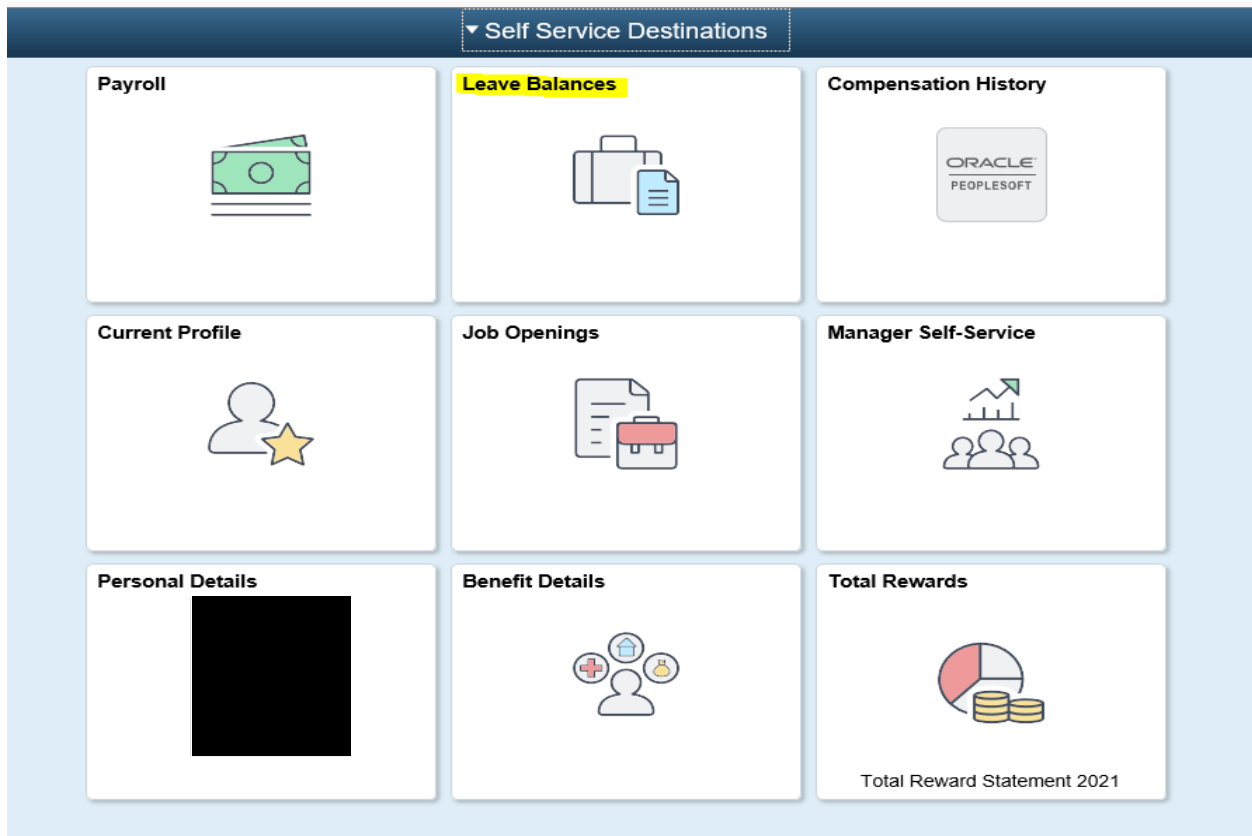
1. Login to PeopleSoft Self Service using your Username and Password



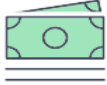





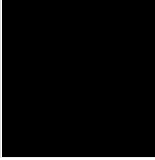


Quick Links for Employees **Secure Links** A.L.L. Team Sites

- [Assessment](#)
- [HR Employee Resources](#)
- [Time Clock Plus - Employees](#)
- [Time Clock Plus - Managers](#)
- [Intranet Teacher Tools](#)
- [Job Postings \(Choose an employee group and click Internal Candidates\)](#)
- [SmartFindExpress \(SFE\) - Absence Reporting](#)
 - [SFE Instructions](#) 
- [Professional Development Fund \(PDF\) Balance for Exec. Pros](#)
- [Professional Learning Communities \(PLC\)](#)
- [PEOPLESOFT Employee Self Service \(View your paycheck\)](#)
- [PEOPLESOFT HR/Payroll and Finance](#)

2. Click on the Leave Balances button



Self Service Destinations

Payroll 	Leave Balances 	Compensation History 
Current Profile 	Job Openings 	Manager Self-Service 
Personal Details 	Benefit Details 	Total Rewards  Total Reward Statement 2021

- Click on the arrow under "Accrual Balance – Hours" to expand that section. This screen shot shows what you'll see before the adjustment was made in PeopleSoft.

Self Service Destinations D11 Leave Balances

- Sick Leave Balance
- Vacation Balance
- Professional Leave Balance

Sick Leave Balance

Empl ID [REDACTED]

Member of the Sick Leave Bank

As of Date

Enrollment Status

Accrual Balance - Hours

▼

Section Total 150.000000

Unprocessed (New) - Hours

▼

Section Total 0.000000

Unapproved - Hours

▼

Section Total 0.000000

TOTAL

Total Hours Balance 150.000000

Self Service Destinations D11 Leave Balances

- Sick Leave Balance
- Vacation Balance
- Professional Leave Balance

Sick Leave Balance

Empl ID [REDACTED]

Member of the Sick Leave Bank

As of Date [REDACTED]

Enrollment Status

Accrual Balance - Hours

▼

As Of Date 08/31/2022

Carryover from Previous Year 70.000000

Earned Year-to-Date 88.000000

Taken Year-to-Date 8.000

Adjusted Year-to-Date [REDACTED]

Bought Year-to-Date

Sold Year-to-Date

Section Total 150.000000

This is after the adjustment loaded on 11/1/22:

Self Service Destinations D11 Leave Balances

Sick Leave Balance

Vacation Balance

Professional Leave Balance

Sick Leave Balance

Empl ID [REDACTED]

Member of the Sick Leave Bank [REDACTED]

As of Date [REDACTED]

Enrollment Status [REDACTED]

Accrual Balance - Hours

▼

Section Total 150.000000

Unprocessed (New) - Hours

▼

Taken

Adjusted 10.010000

Bought

Sold

Section Total 10.010000

Unapproved - Hours

▼

Section Total 0.000000

TOTAL

Total Hours Balance 160.010000

The amount shown under unprocessed (New) hours is the adjustment that was made to your accrual balance.