Sick Leave Bank forms are now located in Employee Self Service.

You can access Employee Self Service from the Payroll Home Page on the district website. http://www.spps.org/payroll

Click the link on the right-hand side menu to get to the Employee Self Service home page.

This will bring you to Payroll Employee Self Service. From this page you can access the link to the Self-Service portal. (The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.)

Click on the “Login” button

Type in your User ID and Password. Your User ID is your Employee ID without the “e” in front of it.

Click the Sign In button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you will access the Sick Leave Bank eForm through the tiles on the Home Page. **Forms > Employee Forms > Sick Leave Bank Form.**
How to Donate hours to the Sick Leave Bank

1. Your information will automatically default on the form.
2. Select “Donate Sick Leave Hours”
3. Enter the number of hours you wish to donate to the sick leave fund.
4. Click on the Submit button.

How to Request hours from the Sick Leave Bank

1. Your information will automatically default on the form.
2. Select “Request Sick Leave Hours”
3. Select either “My own health condition” or “Family or household member”
4. If you selected “My own health condition” above, click on the Submit button.
   Or, if you selected “Family or household member” above, then select “Parent”, “Spouse”, or “Member of Household”.
5. Click on the Submit button.