

Benefits Department

NEW!!!!

Review Estimated Dollar Balances For Vacation & Sick Leave Hours

Employees can now view their accumulated Vacation and Sick Leave hours and dollar values via Employee Self-Service (ESS).

Once you logon to ESS, you will click on “Vacation and Sick Balances”. The following provides detailed instructions on where to “click” and how to view the available information.

It is extremely important
to remember the balances are
“estimates only”.

If you believe there may be a discrepancy regarding the Vacation and Sick Leave hours and/or dollar balances, please ask the Payroll Contact at your location for assistance.

Vacation and Sick Leave Hours Estimated Dollar Balances in Employee Self Service (ESS)

Employees can view accumulated Vacation and Sick Leave hours and dollar balances via ESS. These balances are **estimates only** and recently requested and/or accumulated leave time that has not yet been entered into SAP will not be included.

All Vacation and Sick Leave information displayed has been collected and calculated in accordance with Collective Bargaining Agreements

(<http://www.broward.k12.fl.us/employeerelations/>) or Board Policies #4305 and #4480

(<http://www.broward.k12.fl.us/sbbcpolicies/>)

If you believe there may be a discrepancy regarding the Vacation and Sick Leave hours and/or dollar balances, **please ask the Payroll Contact at your location for assistance.**

Vacation hours:

- Are paid at the current contract hourly rate displayed.
- Vacation Leave hours for eligible employees are displayed in a single line, with a total for all fiscal years.

Sick Leave hours:

- Are paid upon retirement from BCPS in accordance with Collective Bargaining Agreements and Board Policy (one or more Collective Bargaining Agreements may include exceptions).
- Sick Leave hours are displayed by each fiscal year.
- The contract hourly rate is displayed for each fiscal year.
- Sick Leave hours used are deducted from the earliest fiscal year first.
- Please contact the Employee Relations Department at 754-321-2140 for further information in regards to Sick Leave Buy Back.



How to view and download Vacation and Sick Leave Hours Estimated Dollar Balances in ESS

Purpose: To view the estimated dollar value of your accumulated Vacation Leave hours (in total) and Sick Leave hours (by fiscal year and also in total).

Menu Path

Log into SAP portal → Select Employee Self Service tab

1. Click Vacation and Sick Balances



2. Click Estimated Dollar Values



3. Your estimated Vacation and Sick Dollar Values will appear in the form of a table.

<div>Home Employee Self-Service</div> <div>Overview Contact Information Vacation and Sick Balances Benefits Payment Career and Job Life and Work Events Professional Development</div>											
Sick and Vacation Dollar Values											
Menu System											
The School Board of Broward County, FL - Benefits Department											
Separation Pay (Estimate Only) Date of List Generation: 12/04/2012											
Pernr	Quota Text	Start Date	End Date	Accrued	Used	Remaining	Pay Rate	Fiscal Yr Hours Bal	Fiscal Yr Dollar Bal	Total Sick \$ Value	Total Vac \$ Value
	Sick Leave Quota	07/01/2007	06/30/2008	0.85	0.85	0.00	27.39115	0.00	0.00	0.00	0.00
		07/01/2008	06/30/2009	75.00	75.00	0.00	28.17007	0.00	0.00	0.00	0.00
		07/01/2009	06/30/2010	75.00	75.00	0.00	28.17007	0.00	0.00	0.00	0.00
		07/01/2010	06/30/2011	78.75	78.75	0.00	28.17007	0.00	0.00	0.00	0.00
		07/01/2011	06/30/2012	78.75	18.65	60.10	28.17007	60.10	1,693.02	0.00	0.00
		07/01/2012	06/30/2013	37.50	0.00	97.60	29.53061	37.50	1,107.40	2,800.42	0.00

Changing the view of the Vacation and Sick Leave Hours screen

Note: How the data is displayed will depend on the Internet browser version in use, the screen resolution, and any user-defined defaults.

There are three sections in the displayed window with pertinent information – the heading, the body (with details) and the footnotes; each can be viewed as-is, expanded or reduced in size.

1. The size of the sections can be expanded or reduced by moving the bars between them.
2. The scroll bars can also be utilized to view more of the heading or the footnotes at the bottom of the screen.
4. The column width can be optimized by placing your cursor in a cell and right-click; click Optimize Width.
5. The overall zoom percentage of the font can be increased or decreased.

The screenshot shows the 'Sick and Vacation Dollar Values' screen for 'The School Board of Broward County, FL - Benefits Department'. The screen is divided into three sections: a heading section at the top, a body section with a table of data, and a footnotes section at the bottom. Annotations 1, 2, 3, and 4 point to the expand/collapse bars, scroll bars, context menu, and zoom percentage respectively.

	End Date	Accrued	Used	Remaining	Pay Rate	Fiscal Yr Hours Bal	Fiscal Yr Dollar Bal	Total Sick \$ Value	Total Vac \$ Value
77	06/30/2008	0.85	0.85	0.00	27.39115	0.00	0.00	0.00	0.00
78	06/30/2009	75.00	75.00	0.00	28.17007	0.00	0.00	0.00	0.00
79	06/30/2010	75.00	75.00	0.00	28.17007	0.00	0.00	0.00	0.00
80	06/30/2011	78.75	78.75	0.00	28.17007	0.00	0.00	0.00	0.00
81	06/30/2012	78.75	18.65	60.10	28.17007	60.10	1,693.02	0.00	0.00
82	06/30/2013	37.50	0.00	97.60	29.53061	37.50	1,107.40	2,800.42	0.00

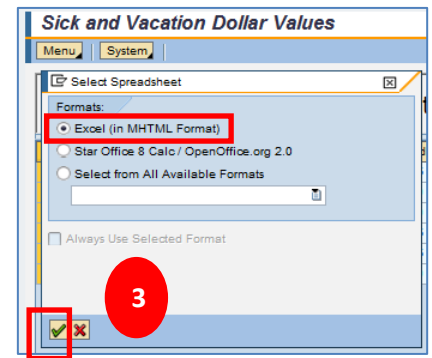
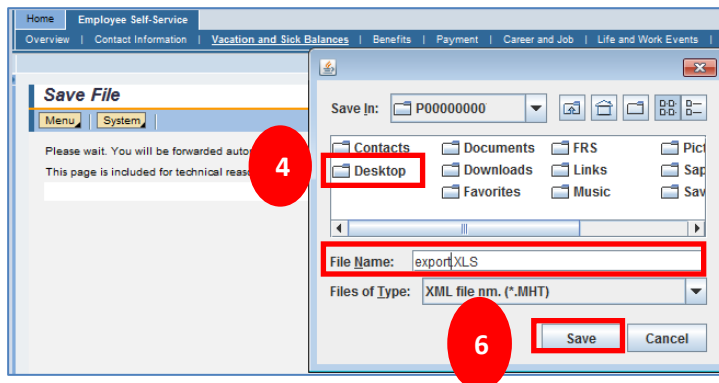
To download the details of the Vacation and Sick Leave Hours

Note: If you elect to print without taking the following steps, all of your information may not print out.

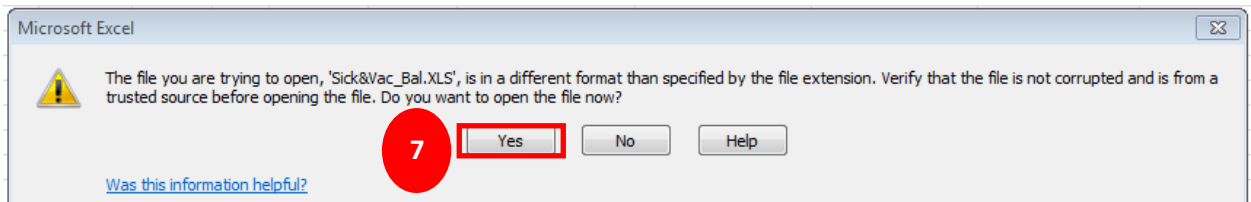
1. Place your cursor on any cell in the detail area (such as End Date) and Right click.
2. Select **Spreadsheet** from the dropdown that appears.

The screenshot shows the 'Sick and Vacation Dollar Values' screen for 'The School Board of Broward County, FL - Benefits Department'. A context menu is open over the table, and the 'Spreadsheet' option is highlighted. Annotations 1 and 2 point to the table cell and the 'Spreadsheet' option respectively.

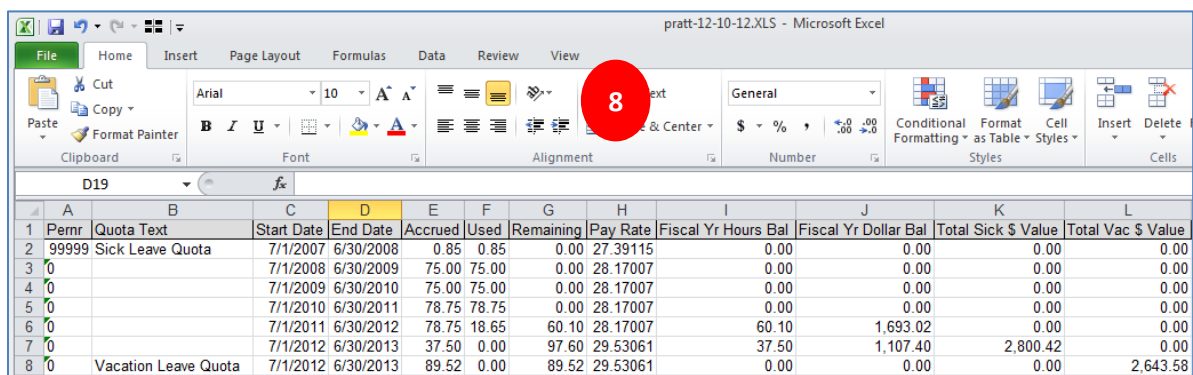
- A box will appear with various spreadsheet formats. Confirm that Excel in MHTML Format is the defaulted choice. **Click** the check mark .
- Double Click** a selected location to save the file (example, Desktop). If a message box appears, click Run.
- Enter** a File Name of your choice.
- Click Save.**



- If a message pops up asking if you want to open the file now **Click Yes.**



- The data will appear as an Excel spreadsheet. Review, save and print as preferred.



	A	B	C	D	E	F	G	H	I	J	K	L
	Perm	Quota Text	Start Date	End Date	Accrued	Used	Remaining	Pay Rate	Fiscal Yr Hours Bal	Fiscal Yr Dollar Bal	Total Sick \$ Value	Total Vac \$ Value
1	99999	Sick Leave Quota	7/1/2007	6/30/2008	0.85	0.85	0.00	27.39115	0.00	0.00	0.00	0.00
2	0		7/1/2008	6/30/2009	75.00	75.00	0.00	28.17007	0.00	0.00	0.00	0.00
3	0		7/1/2009	6/30/2010	75.00	75.00	0.00	28.17007	0.00	0.00	0.00	0.00
4	0		7/1/2010	6/30/2011	78.75	78.75	0.00	28.17007	0.00	0.00	0.00	0.00
5	0		7/1/2011	6/30/2012	78.75	18.65	60.10	28.17007	60.10	1,693.02	0.00	0.00
6	0		7/1/2012	6/30/2013	37.50	0.00	97.60	29.53061	37.50	1,107.40	2,800.42	0.00
7	0	Vacation Leave Quota	7/1/2012	6/30/2013	89.52	0.00	89.52	29.53061	0.00	0.00	0.00	2,643.58