Manager's Employee Balance Inquiry

This guide outlines the process for Managers to access the status of their employee's leave balances.

Main Menu Manager Self Service Management Managemen	anager Balance Inquiry
Manager Balance Inquiry Search Criteria Department: Q EmpID: Q Pay Group: Q	1. If a message appears about security data, click the Refresh Employee List button
Union Code: Q Payroll Status: Active T Refresh Employee List Security data has not been created. Refresh is Required.	NOTE: Refresh the list monthly
Graduated Vacation Chart Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 0 days) - in which case the list must be refreshed. Depending upon the number of Employees - it may take a some time to build. The system will enforce the build for the first time, as well as for lists older than the set time (default 0 days). The list may be refreshed manually at any time. Upon pressing "Refresh Employees", this message will be displayed. Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list.	2. Click the OK button to build the security list
OK Cancel Manager Balance Inquiry Search Criteria Department: Bay Group: Pay Group: Pay Group: Pay Group: Payroll Status: Active HR Status: Active Search Clear Refresh Employee List Last Refresh was: 10/28/16 Graduated Vacation Chart	 Select a search criteria from the list of fields Click on search

Human Resources

Manager Self Service

	This screen will appear with your employees													
Administered by First I 1-9 of 9 Last Absence Balances Compensatory Time State Service for Absence IIII														
Name	Payroll Status	EmpliD	Empl Rcd Nbr	Department	Union Code		Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	listed			
1	Active		0	20002	R03		10/01/2015	2120.000	0.000					
											5. Click on the Grid			
2	Active		0	20002	R03		10/01/2015	1054.000	0.000	1 📑	Icon to download the			
3	Active		0	20002	R03	2015-09	10/01/2015	296.000	0.000	1 📑				
4	Active		0	20002	R03	2015-09	10/01/2015	8.000	0.000	1 📑	list to Excel 🛄			
5	Active		0	20002	R07	2015-10	11/01/2015	16.000	20.001	1 📑				
6	Active		0	20002	R03	2015-09	10/01/2015	1344.000	0.000	1 📑				
7	Active		0	20002	R03	2015-09	10/01/2015	241.600	0.000	1 📑	NOTE: On some			
8	Active		0	20002	R03	2015-09	10/01/2015	1256.000	80.000	1 📑	computers, the CTRL			
9	Active		0	20002	R03		10/01/2015	352.000	0.000	1 📑	key may need to be			
aduated Vacation											held down to download with Excel.			
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	Active		0	2000	2 R03	2015-09	10/01/2015	1054.000	0.000	1 📑				
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	Active		0	2000	2 R03	2015-09	10/01/2015	1256.000	80.000	1 📑	7. Click on the Details			
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Compensatory Time Balances

State Service for Absences

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