

Timekeeper Balance Inquiry

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

Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry

Timekeeper Balance Inquiry

Search Criteria

Department: <input type="text"/>	Name: <input type="text"/>
EmplID: <input type="text"/>	Empl Rcd#: <input type="text"/>
Pay Group: <input type="text"/>	
Union Code: <input type="text"/>	
Payroll Status: <input type="text" value="Active"/>	HR Status: <input type="text" value="Active"/>

Security data has not been created. Refresh is Required.

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.

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Last Refresh was: 02/02/16

Graduated Vacation Chart

1. If a message appears about security data, click the Refresh Employee List button
- NOTE: Refresh the list monthly**
2. Click the OK button to build the security list
3. Select a search criteria from the list of fields
4. Click on search

Last Finalized Balances for Employees Administered by											Personalize	Find	View All	Grid	Print	
											First	1-9 of 9	Last			
Absence Balances		Compensatory Time		State Service for Absence												
Name	Payroll Status	EmpID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details					
1	Active		0	20002	R03	2015-09	10/01/2015	2120.000	0.000	1						
2	Active		0	20002	R03	2015-09	10/01/2015	1054.000	0.000	1						
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						
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						
8	Active		0	20002	R03	2015-09	10/01/2015	1256.000	80.000	1						
9	Active		0	20002	R03	2015-09	10/01/2015	352.000	0.000	1						

Graduated Vacation Chart

This screen will appear with your employees listed

5. Click on the Grid Icon to download the list to Excel

NOTE: On some computers, the CTRL key may need to be held down to download with Excel.

Last Finalized Balances for Employees Administered by											Personalize	Find	View All	Grid	Print	
											First	1-9 of 9	Last			
Absence Balances		Compensatory Time		State Service for Absence												
Name	Payroll Status	EmpID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details					
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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						
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						
8	Active		0	20002	R03	2015-09	10/01/2015	1256.000	80.000	1						
9	Active		0	20002	R03	2015-09	10/01/2015	352.000	0.000	1						

6. Click on the different tabs to view different balances

Or click on the icon to see all of data at once

7. Click on the Details icon to see an individual employee's month to month details

Absence Balance Details

EmplID: C Empl Rcd#: 0 Last Period Finalized: 2015-09
 Department: 20002 Politics & Public Admin Union Code: R03 Payroll Status: Active

▶ All Absence Balances

▼ Absence Balances Personalize | View All | | First 1-13 of 52 Last

Sick	Vacation	Personal Holiday	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
			1	2015-10	CURRENT - Not Finalized	2120.000	0.000	0.000	0.000	2120.000
			2	2015-09	10/01/2015	2112.000	8.000	0.000	0.000	2120.000
			3	2015-08	09/01/2015	2104.000	8.000	0.000	0.000	2112.000
			4	2015-07	07/31/2015	2096.000	8.000	0.000	0.000	2104.000
			5	2015-06	07/01/2015	2088.000	8.000	0.000	0.000	2096.000
			6	2015-05	06/01/2015	2080.000	8.000	0.000	0.000	2088.000
			7	2015-04	05/01/2015	2072.000	8.000	0.000	0.000	2080.000
			8	2015-03	04/01/2015	2064.000	8.000	0.000	0.000	2072.000
			9	2015-02	03/01/2015	2056.000	8.000	0.000	0.000	2064.000
			10	2015-01	01/30/2015	2048.000	8.000	0.000	0.000	2056.000
			11	2014-12	01/01/2015	2040.000	8.000	0.000	0.000	2048.000
			12	2014-11	12/02/2014	2032.000	8.000	0.000	0.000	2040.000
			13	2014-10	10/31/2014	2024.000	8.000	0.000	0.000	2032.000

▶ Compensatory Time Balances

▶ State Service for Absences

[Return](#)

8. Click Return to go back to all employees