

Timekeeper's Employee Balances

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

If this appears: Refresh Employee List Security data has not been created. Refresh is Required. **Click refresh and ok**

Step 1:

Go to: Manager Self Service.>Time Management >Timekeeper Balance Inquiry

Note: Refresh List Monthly

Search Criteria

Department: Name:

EmpID: EmpI RcdID:

Pay Group:


Union Code:

Payroll Status: Active HR Status: Active

Last Refresh was: 01/06/12




[Graduated Vacation Chart](#)

Step 2:


- Select a search Criteria
- Then click on search
- This screen will appear with your employees listed.
- Hold your keyboard Ctrl button down and click on this icon  to download any list to Excel

Last Finalized Balances for Employees Administered by Customize | End | View All

Absence Balances | Compensatory Time | State Service for Absence (Excel)

Name	Payroll Status	EmpID	Emp Rcd Libr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Det
[REDACTED]	Active	[REDACTED]	[REDACTED]	42001	R07	2011-10	11/01/2011	47.400	9.004	1	
[REDACTED]	Active	[REDACTED]	[REDACTED]	42001	R07	2011-10	11/01/2011	4.800	80.579	0	
[REDACTED]	Active	[REDACTED]	[REDACTED]	42001	R07	2011-10	11/01/2011	75.800	108.040	1	

Step 3:

- Click on a tab to view balances
- Click on this icon  to see individual employee month to month details

Absence Balances | Compensatory Time | State Service for Absence (Excel)

Sick | Vacation | Personal Holiday

Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken
1 2011-11	CURRENT - Not Finalized	47.400	0.000	0.000
2 2011-10	11/01/2011	48.900	8.000	9.500
3 2011-09	10/01/2011	40.900	8.000	0.000