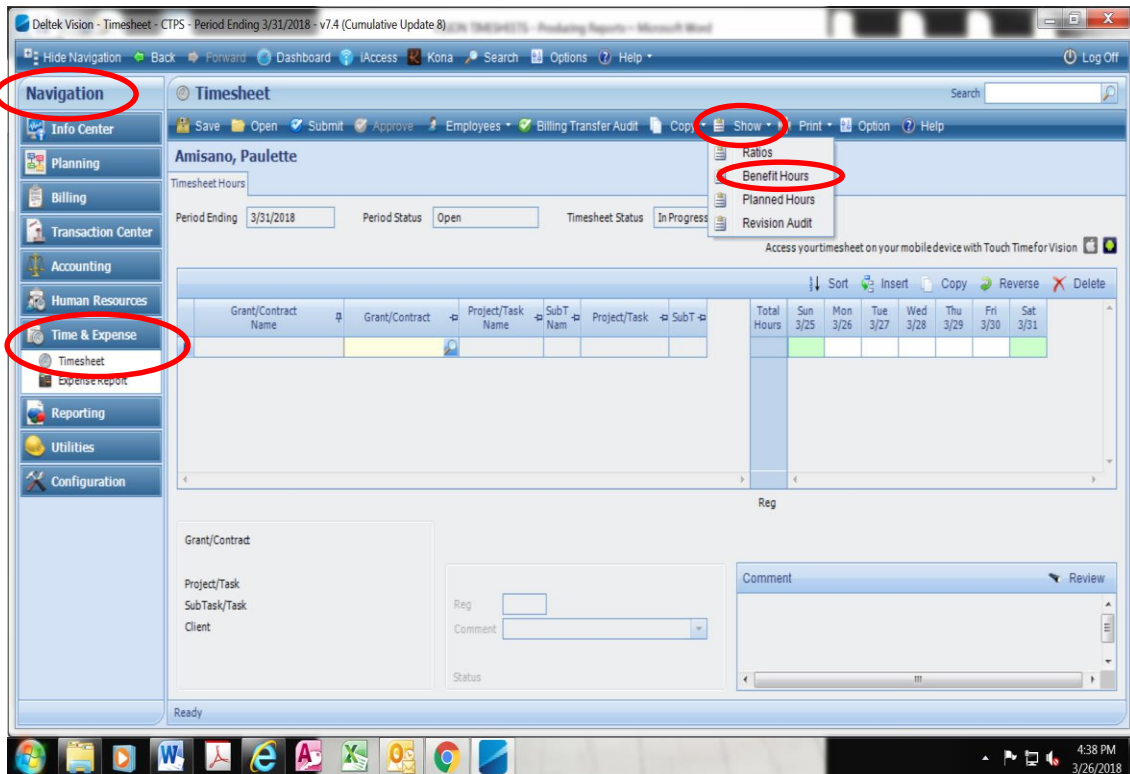


How to Check Leave Time Accruals and Usage

There are 2 ways to view your leave time in Vision.

View leave time in *Time & Expense* Module

1. Under Navigation, click on the *Time & Expense* module.
 2. Click on *Timesheet* and your current week's timesheet will open.
 3. Click on "Show" Tab in the menu bar.
 4. Click on "Benefit Hours" and the report generated will report your current balances.
- Hours reflected include hours entered in any timesheet period; past, present, and future.



Benefit Hours

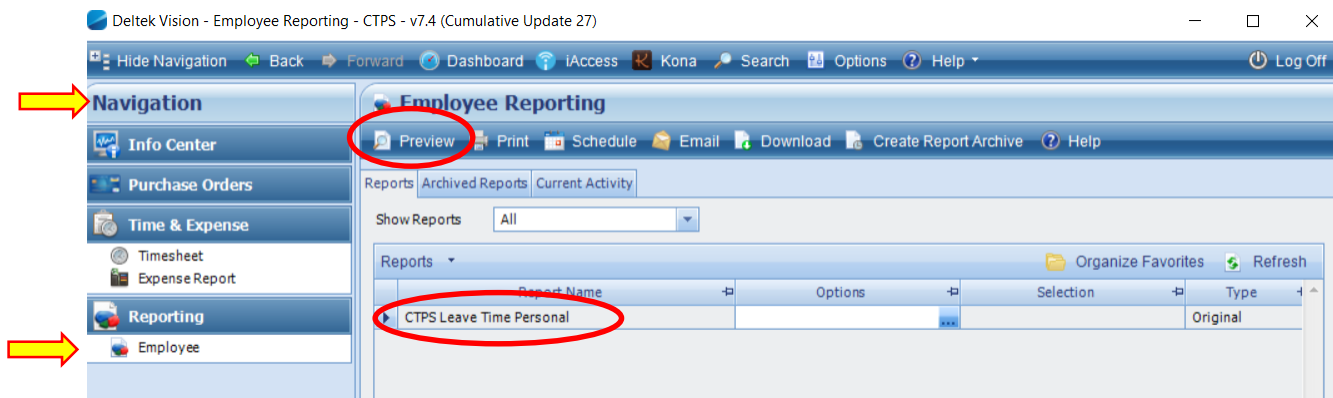
Description	Starting Balance	Current Year Earned	Current Year Taken	Unposted Time	Current Balance
Discretionary		37.50	37.50		
Sick Lv.	30.56	75.04	56.50	8.00	41.10
Vacation	64.00	65.04	65.50	30.00	33.54

- Unposted time reflects time that is taken in the current month or in future timesheet periods.
- Current Balance reflects time entered in any timesheet period

How to Check Leave Time Accruals and Usage

View leave time in the *Reporting* module

1. Under Navigation, click on the *Reporting* module.
 2. Click on *Employee*.
 3. Only 1 Report will be available “CTPS Leave Time Personal”.
 4. Click on *Preview* in the menu bar at the top and the report will generate.
- This report lists the current fiscal year accruals and usage by category (sick, vacation, and discretionary).
 - This report can be printed or downloaded into pdf, excel, or other formats.
 - In the report, clicking on the + will expand and provide further details.
 - Remaining balances and accumulation limits are shown at the bottom of the report.



How to Check Leave Time Accruals and Usage

Download the report into Excel, Word, PDF, etc.

Initial Balance		Vacation		Sick Leave		Discretionary	
(in Hours)	(in Days)						
		68.75	9.17	124.20	16.56	37.50	5.00
Month		Accrued	Used	Accrued	Used	Accrued	Used
July		8.13	0.00	9.38	11.00	37.50	0.00
	Saturday Jul 1	0.00	0.00	0.00	0.00	37.50	0.00
	Thursday Jul 20	0.00	0.00	0.00	7.50	0.00	0.00
	Tuesday Jul 25	0.00	0.00	0.00	3.50	0.00	0.00
	Monday Jul 31	8.13	0.00	9.38	0.00	0.00	0.00
August		8.13	15.00	9.38	18.50	0.00	12.00
September		8.13	0.00	9.38	18.50	0.00	22.00
October		8.13	0.00	9.38	0.00	0.00	0.00
November		8.13	7.50	9.38	18.50	0.00	0.00
December		8.13	1.50	9.38	1.50	0.00	3.50
January		8.13	15.75	9.38	24.00	0.00	0.00
February		8.13	0.00	9.38	10.50	0.00	0.00
March		0.00	0.00	0.00	2.00	0.00	0.00
Total		65.04	39.75	75.04	104.50	37.50	37.50

Expand for further details.

Remaining Balance		Vacation		Sick Leave		Discretionary	
(in Hours)	(in Days)						
		94.04	12.54	94.74	12.63	0.00	0.00

Maximum allowable vacation time 187.5 hours (25.00 days). Use it or lose it forever.

Discretionary time: Any time left unused at the end of the fiscal year (June 30) is lost forever.

Sick time is earned at the rate of 9.375 hours per month or 15 days per year. Maximum accrued sick time is 70 days or 525 hours.

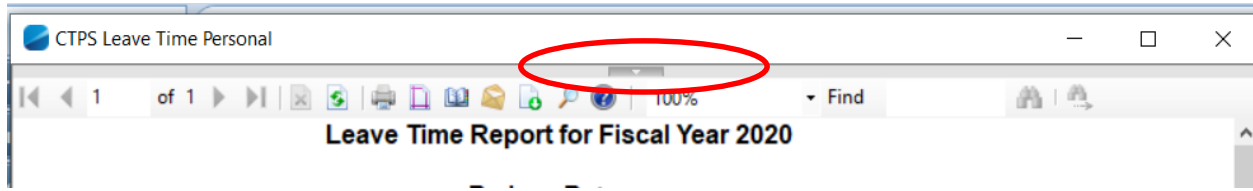
v7.4.708 (CTPSTIME) -

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Transactions through Monday, March 26, 2018

How to Check Leave Time Accruals and Usage

To view prior years, click on the small arrow at the top of the report.



Click on the Fiscal Year box, and you will be able to select a different fiscal year. Click on Refresh, and the new report will be generated.

