

VIEW TIME OFF BANKS- PAGE 1

EmpCenter uses Banks to keep track of time off balances. For example, employees have a “Sick bank” which shows the number of hours a person has for sick time.

1. From Dashboard, click on the link in the Time Entry frame for **Enter My Hours**.
2. Below the time sheet, there are four tabs.



3. Click on the tab for **Time-off Balances**.

Exceptions	Results	Schedule	Time-off Balances																																																																																										
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4. You can review your time off banks, by Floating Holiday, Sick, Vacation, and Extra Paid Days Off. Note that floating holidays will not appear until after the holiday has passed.

VIEW TIME OFF BANKS- PAGE 2

Employees can also review their time off banks when completing a Time Off Request.

1. Initiate a Time Off Request by clicking the **My Time Off** link in the Schedules frame.
2. Create a new Time Off Request by clicking on the **Create New Request** button. Click on the **Continue** button in right frame. The Time Off Request page displays:

The screenshot shows the 'My Time Off' page in the EmpCenter system. At the top, there are navigation links for Home, Help, and a language dropdown set to English. The user is logged in as McKibben, Susan M. Below the navigation is a 'View Request List' button. A message states: 'Specify hours if less than full day. Please do not enter personal medical information. If using Sick Time, please specify: Self, Spouse/Partner, Child, or Parent/Legal Guardian Grandparent, Grandchildren, Sibling, Sibling-In-Law, or Parent-In-Law.'

The 'Create Time Off Request' form includes:

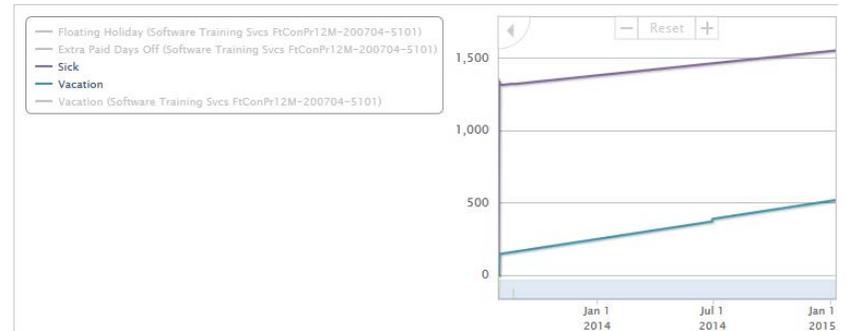
- Pay Code:** A dropdown menu with 'Bereavement' selected.
- Dates:** Two date pickers showing '08/21/2013' to '08/21/2013'.
- Comments:** A text area for additional information.
- Next:** A button to proceed.

Below the form is a line graph titled 'My Time Off' showing the balance of various time off banks from Jan 1, 2014, to Jan 1, 2015. The y-axis represents hours, ranging from 0 to 1,500. The legend includes:

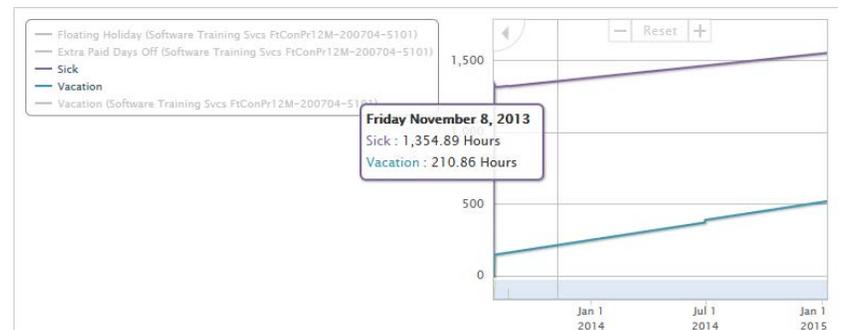
- Floating Holiday (Software Training Svcs FtConPr12M-200704-5101)
- Extra Paid Days Off (Software Training Svcs FtConPr12M-200704-5101)
- Sick
- Vacation
- Vacation (Software Training Svcs FtConPr12M-200704-5101)

 The 'Sick' and 'Vacation' lines show a steady increase over time. A legend at the bottom indicates 'Requests: Pending' with a green square.

3. At the bottom of the page there is a graph that will illustrate an employee's time off. Select the bank you want to review from the left frame. Once you select a bank, the time off will be illustrated on the right. You can select more than one Bank to view.
4. For example, if Sick and Vacation are selected:



5. If you move the cursor over the graph at a certain date, a summary will display:



In the example above, the cursor is hovering over the timeline on November 8th. Therefore, the Sick and Vacation bank will be representative of that date and will take into account any approved time off as well as time off earned at that time.