

Employee Self Service

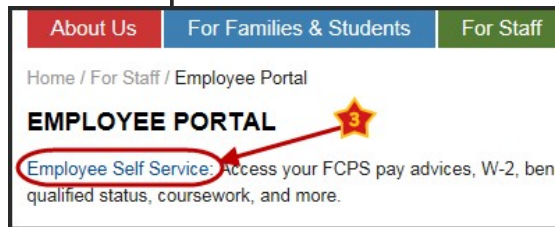
FCPS FASSE Leave Cashing FY20

From any computer go to <http://www.fcps.org>

1. **Click** on “For Staff”
2. **Click** on “Employee Portal”



3. **Click** on “Employee Self Service”



4. **Type** in your network Username and Password and **click** “Sign In”



5. **Type** in your Username and Password again to log into the Peoplesoft HR System and click “Sign In”



6. **Click** Main Menu > FCPS Menu > Employee Self Service > Payroll Information > Leave Cash Request



7. Enter the number of **Hours** you would like to cash in (up to 5 days).

Leave Cash Request

(Your Name Here) Empl ID 0000000XXXX

View Previous Requests Pay Period End Date 11/30/2019

Leave Hours Value

Plan Type

Vacation

Hours Available 386.17

Hours to Cash (5.00 Days)

Employees with at least five (5) years of experience as a full-time, and are twelve-month employees with Frederick County Public Schools shall be given the opportunity to cash in up to five (5) days of annual leave per year at the per diem rate of pay. Online requests must be received on or before November 1 for November 30 disbursement or on or before April 1 for April 30.

Save

8. Remember to Click **Save**.

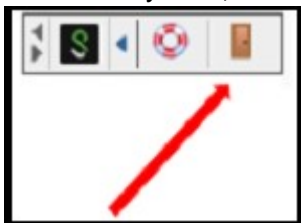
9. Once you enter a leave cash request, you can change your mind and cancel **only during the open window**. Log in following steps 1 to 6 above. Click **Cancel**. **Remember that if you go back into the system and cancel or make any changes, your latest entry is what will be processed for payment.**

10. Click on **Yes** to cancel your request.

Are you sure you want to cancel your request? (-1,-1)

Yes No

11. To securely **Exit**, click **Sign Out** in the upper right-hand corner of the screen or the **Door** icon



Informational Questions – If you question any information on your Leave Cash Request:
Please Contact the Payroll Team at Payroll@fcps.org

Technical Questions – If you are unable to view Leave Cash Request:
Please Contact the BSG Helpdesk at BSG.Helpdesk@fcps.org