

Employee Self Service

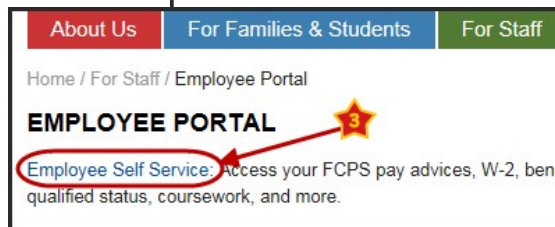
FCPS FCASA/AMT Leave Cashing FY20

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

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



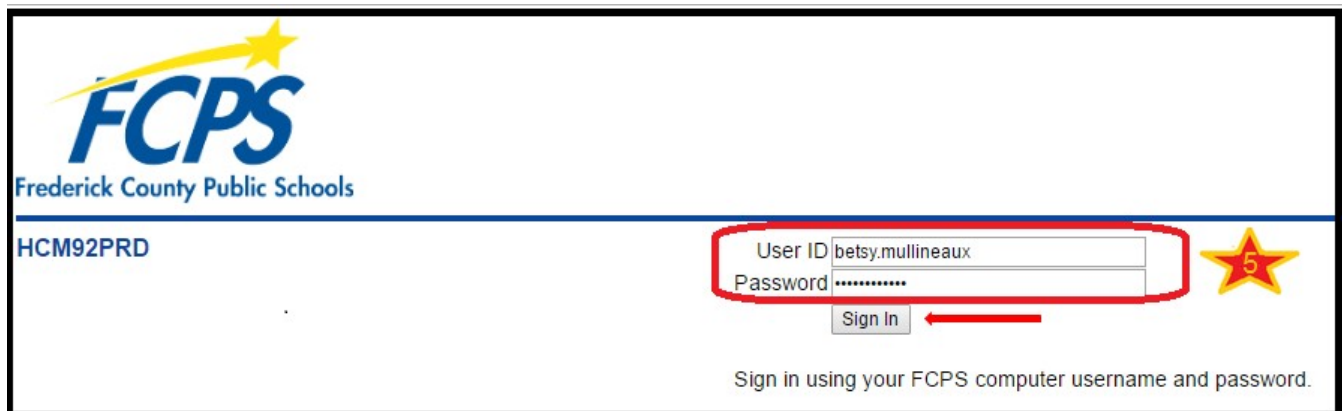
3. **Click** on “Employee Self Service”



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”



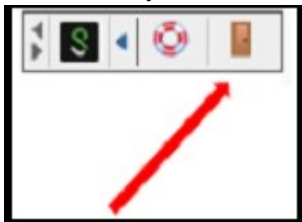
6. **Click** Main Menu > FCPS Menu > Employee Self Service > Payroll Information > Leave Cash Request



7. Enter the number of **Hours** you would like to cash in (up to 8 days).

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.

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