

Sick and vacation

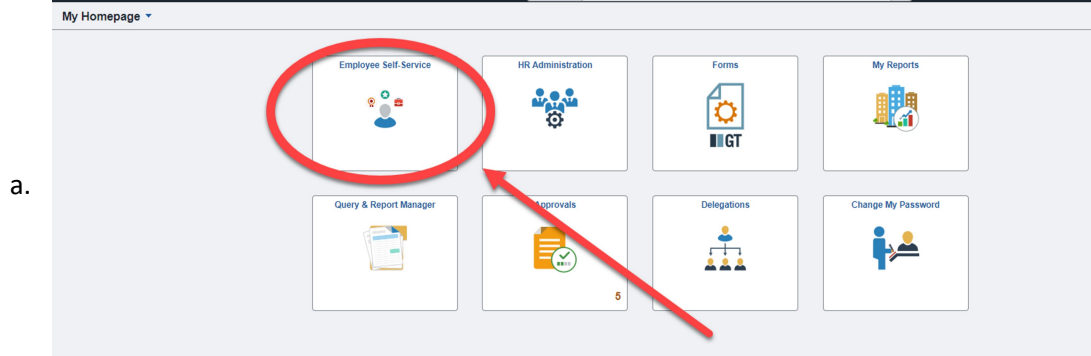
*You can find your sick bank information on both your paycheck and within peoplesoft.

Tuesday, August 23, 2022 12:35 AM

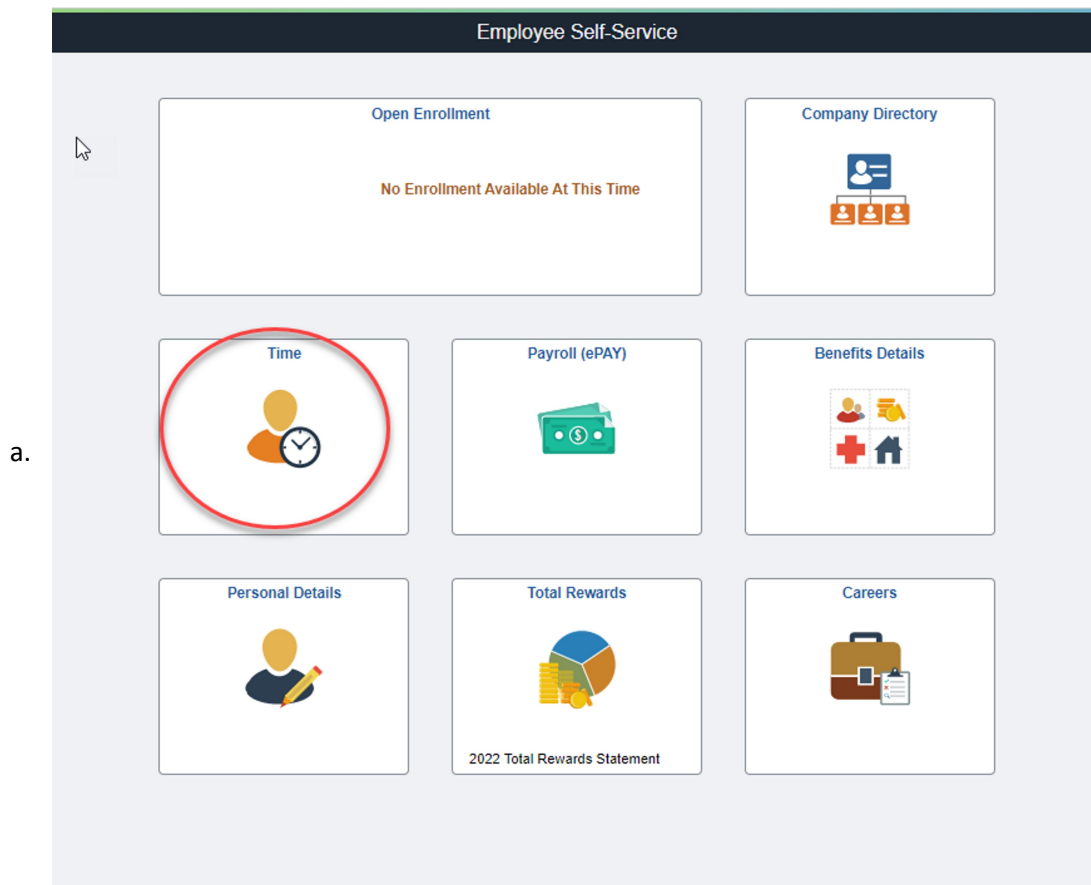
Paycheck: your balances on paychecks may be different than what peoplesoft says - the reason for this is because your peoplesoft is updating daily with the new time you enter. Your paycheck is a snap shot of that moment **what has been paid/posted**.

Where to find this information on PeopleSoft:

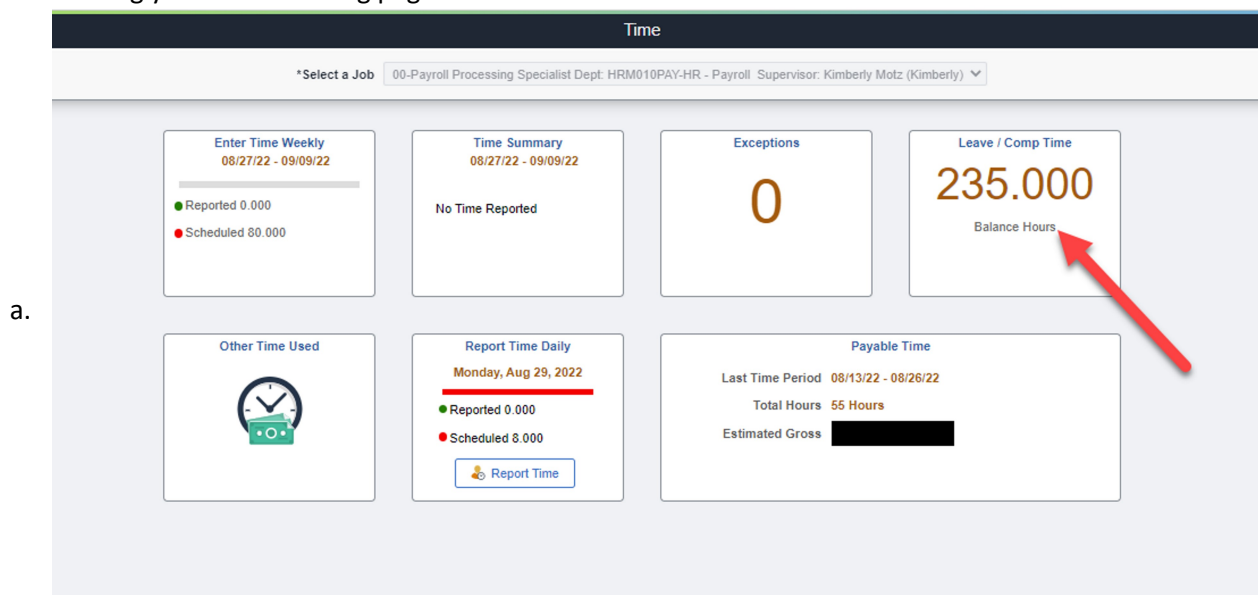
1. Log in to the new system: https://hr.sppserp.org/psc/ps/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
2. Click: employee Self Service



3. That will bring you to this page:

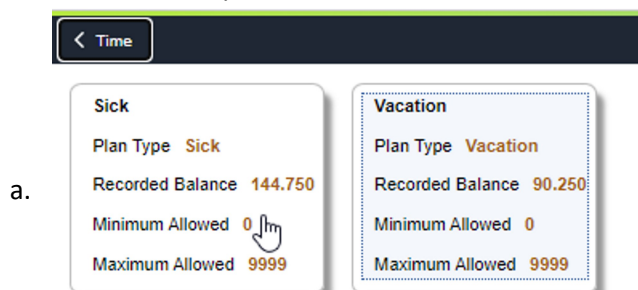


4. Click the "time" tile
5. This will bring you to this landing page:



b. a

6. Click the Leave/Comp Time Tile



- b. If you were to click on either of these tiles they will show you a list of the days you used those hours