

## Leave of Absence eForm

How to submit the Leave of Absence eForm

Leave of absence forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website. http://www.spps.org/payroll

Click the link on the left menu to get to the Employee Self Service home page.)

HOME	ABOUT S	CHOOLS	DEPARTMENTS	PARENTS	STUDENTS	STAFF	COMMUNITY	SCHOOL BOARD	٩		
Payroll H	ome	Ŀ	<u>iome &gt; Payroll</u> > <u>SP</u>	PS Payroll Home							
Contac	t Payroll										
Payrol	Feedback		Payroll and Da	ata Manag	gment						
What's N	ew 2016-17		OUR MISSION: Saint F	Paul Public Sch	ools navroll and	data manan	ement staff are de	dicated to providing reliable and			
Employee Self Service		c	comprehensive payroll services to all St Paul Public School employees.								
Employee	Help Sheets	1	We strive to ensure th	nat:							
Employee Information Changes			<ul> <li>Employees are paid in a timely and accurate manner</li> <li>Employees receive prompt and courteous customer service</li> <li>Rates and business practices are in compliance with federal and state regulations and negotiated bargaining unit</li> </ul>								
Independent Contractor or Employee			contracts <ul> <li>All personal information is kept secure and highly confidential</li> </ul>								
Lane Changes		- I	If you have questions regarding your paycheck, the link below will help you know who to contact. Also, questions can be e-mailed directly to payroll/05pps or and someone will get back to you as soon as reasonably possible.								
Pay Optic	ons & Schedules						,				
Payroll D	eductions	F	Payroll and Transact	ional Team 20	16-17						
Pension a	& TSA										

This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the "PeopleSoft Self Service Portal" link

Type in your User ID and Password. Your User ID is your Employee ID *without* the "e" in front of it.

Click the HR button. <

If you have forgotten your password, you can use the "forgot password link" if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.

## EMPLOYEE SELF SERVICE

Employee Self Service is a useful tool to <u>view your paychecks</u>, <u>view your leave balances</u>, <u>update your address</u>, <u>phone</u> <u>number</u>, <u>and e-mail info</u>, <u>provide a name change</u>, <u>update your direct deposit</u>, and <u>update your tax withholding elections</u>. (Paychecks are available to be viewed on THURSDAY before payday). The link to PeopleSoft is below.

Remember when logging in, do NOT enter the "e" in front of your employee ID. See the "self service instructions" and "forgot password" help sheets below for additional assistance.



IMPORTANT: You must have your pop up blocker turned off to be able to open the PDF version of your paycheck. <u>How to Disable your Pop-Up Blocker</u>

- Employee Self Service Instructions
- Password Reset Help

Employees who are eligible for personal leave can now view the amount of their personal time used through this menu path once logged in to self service: Self Service > Time Reporting > View Time > Personal Leave Used

Saint Paul Public Schools	
A world of upportunities	
PeopleSoft	
Password	
HR Finance	

Once you have logged into the PeopleSoft Self Service Portal, you will can access the Leave of Absence eForm through the tiles on the Home Page. Forms >Employee Forms > Leave of Absence Form.



Supplemental Pay Form

Leave of Absence Form

- 1. Select the type of leave
- 2. For FMLA leaves you will need to select the leave length
- 3. Enter the leave start date
- 4. Enter the leave end date
- For FMLA leaves you can enter any additional vacation/personal hours you wish to use during your leaves
- Some leave of absences require supporting documentation. If your leave of absence requires documentation the file attachment area will apprear. Please use the drop down menu to select the type of document

+ Leave of Abse	nce Form : Leave of Abser	ce Form	Form ID 1492
Employee Information			
Emp	Test,Mary	Standard Hours	s 40.00
Job C	ode 955 Tchr - Grade 1	Location Code	980 No Assigned Bldg - Misc
Superviso	TID Adoption or Foster Care Charter School	Union Code	51 SPFE - Teachers
1 *Leave T	Childcare Employee Medical Family Medical General, Non-Compensatory	2 Leave Length	
Employee Medical	Military Military -Family Medical Lea	/e	
<ul> <li><u>FMLA Certificate of He</u> Benefits@spps.org as</li> </ul>	Military Exigency Mobility Parental	Health Condition (WH-380-E) is required for medical leaves. If you can	nnot attach the certificate of health to this form, please email it to
Accumulated sick pay     Once your accumulate     After we have used accumulate	is auto Pregnancy d sick Professional Training cumul: Work Abroad	on to use personal/vacation days. Please provide the number of perso vacation days the remainder of your leave will be unpaid.	ional/vacation days below.
3 Leave Start D	Date	4 Leave End Date	•
Numbe Personal/Vacation days would like to File Attachments	ouse 0.00 5		
			11
Status	Action	Description ♀	File Name $\diamond$ Delete
1	Upload	~	Delete
Add			
Action Items			
Acknowledgement			11
1 <u>No 7</u>	I certify that the leave requested ab for a Leave of Absence and this req that my signature on this form cons Education, and the Board of Educat requirements of this leave, 1 acknow claims under Minnesota Statute 122	ove is for the purpose indicated. I understand that I must comply v uest is subject to HR approval. In the event that I fail to follow all it futules my resignation from Saint Paul Public Schools and that this ion may discharge me without according me a hearing. As a Teac idege that by signing this agreement, I am specifically, voluntarily 2A.41, with respect to my resignation.	with my Labor Agreement regarding the eligibility and procedure the provisions and requirements of the requested leave, I agrees form will be submitted a smy resignation to the Board of cher, in the event of my failure to adhere to the provisions and y, and intentionally agreeing to relinquish any and all tenure
Submit 8			

- 7. Acknowledge the information you have provided is true and accurate
- 8. Click "Submit"