

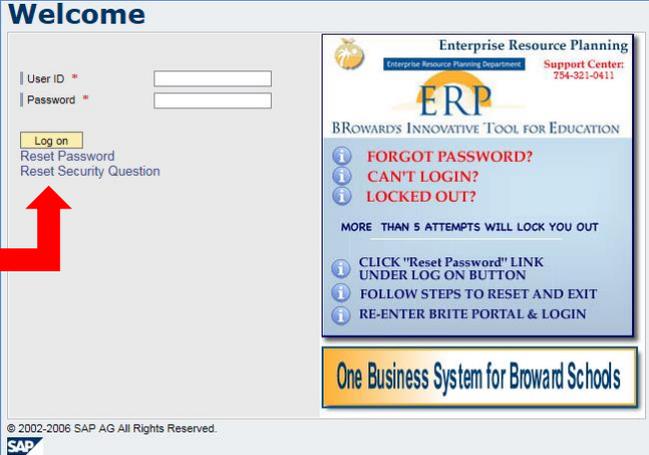
INSTRUCTIONS FOR ACCESSING SICK LEAVE BANK STATUS AND ELIGIBILITY

1. Access Sick Leave Bank status information by signing on to Employee Self Service.

Sign into the ERP portal with your SAP User ID and Password.

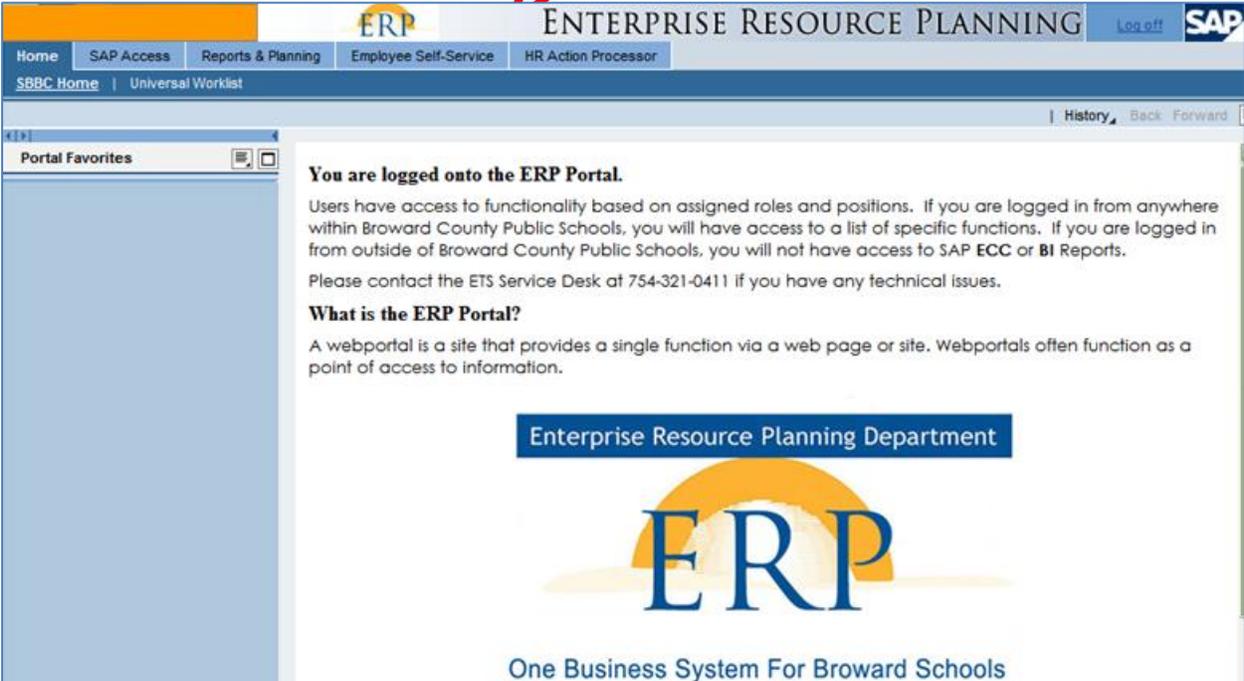
User ID: Your Personnel Number
PXXXXXXXX
Entry format example:
P00012345
P+ 8 digit personnel number

*Hint: Forgot your password or locked yourself out?
Reset by clicking "Reset Password".*



The screenshot shows the 'Welcome' page of the Enterprise Resource Planning (ERP) system. It features a login section with fields for 'User ID' and 'Password', and buttons for 'Log on', 'Reset Password', and 'Reset Security Question'. A red arrow points to the 'Reset Password' link. To the right, there is a sidebar with the ERP logo, the text 'BROWARD'S INNOVATIVE TOOL FOR EDUCATION', and links for 'FORGOT PASSWORD?', 'CAN'T LOGIN?', and 'LOCKED OUT?'. Below these links, it states 'MORE THAN 5 ATTEMPTS WILL LOCK YOU OUT' and provides instructions: 'CLICK "Reset Password" LINK UNDER LOG ON BUTTON', 'FOLLOW STEPS TO RESET AND EXIT', and 'RE-ENTER BRITE PORTAL & LOGIN'. At the bottom, it says 'One Business System for Broward Schools' and '© 2002-2006 SAP AG All Rights Reserved.'.

2. Click on the "Employee Self-Service" link to access the Sick Leave Bank link.



The screenshot shows the ERP portal home page. The top navigation bar includes 'Home', 'SAP Access', 'Reports & Planning', 'Employee Self-Service', and 'HR Action Processor'. The 'Employee Self-Service' link is highlighted with a red arrow. Below the navigation bar, there is a 'Portal Favorites' section and a main content area. The main content area contains the text: 'You are logged onto the ERP Portal. Users have access to functionality based on assigned roles and positions. If you are logged in from anywhere within Broward County Public Schools, you will have access to a list of specific functions. If you are logged in from outside of Broward County Public Schools, you will not have access to SAP ECC or BI Reports. Please contact the ETS Service Desk at 754-321-0411 if you have any technical issues. What is the ERP Portal? A webportal is a site that provides a single function via a web page or site. Webportals often function as a point of access to information.' Below this text is the 'Enterprise Resource Planning Department' logo and the text 'One Business System For Broward Schools'.

3. Click on the "Vacation and Sick Balances" link to access the Sick Leave Bank information.

Home | SAP Access | **Employee Self-Service**

Overview | Contact Information | Vacation and Sick Balances | Benefits | Payment | Career and Job | Professional Development

Overview | History | Back | Forward

Overview

Employee Self Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.

- Contact Information**
Search for employees by name and find basic information about colleagues and their position in the company. Maintain your contact information and manage your addresses.
Quick Links
[Who's Who - SBBC Directory](#)
- Benefits**
Display the plans in which you are currently enrolled, and view or update dependents and beneficiaries.
New - request written Employment & Income Verifications from CCC Verify.
Quick Links
[Employment Verification](#)
- Career and Job**
View and change your own skills profile. View Education and Instructional Information.
- Vacation and Sick Balances**
View vacation and sick leave quota balances and estimated dollar values. Access information regarding sick leave bank membership status and enrollment, and sick leave buy back.
- Payment**
Opt-out of printed pay advices, display salary statements (pay checks), maintain bank details, create or revise charitable donation deductions and/or update your W-4 tax withholding information. Also, review information regarding the Year Round Pay Option and Pay for Performance Plans.
Quick Links
[Charitable Donation Selection](#)
- Professional Development**
Search course catalog. Book, prebook, and cancel courses. View training activities and run Inservice Report.

4. Click on the "Sick Leave Bank" link. You will be able to verify your membership status, your eligibility and have the option to join, if eligible.

Home | SAP Access | **Employee Self-Service** | HR & Payroll | HR Action Processor

Overview | Contact Information | Benefits | **Vacation and Sick Balances** | Payment | Career and Job | Professional Development

Vacation and Sick Balances | History | Back | Forward

Vacation and Sick Balances

- Quota Overview**
View available absence quota
- Estimated Dollar Values**
View the estimated dollar value of accumulated vacation hours (in total) and sick leave hours (by fiscal year).
- Sick Leave Bank**
School Board Policy and/or collective bargaining agreements provide for the establishment of Sick Leave Banks for eligible full-time employees. Participation in a Bank is voluntary.
Annual membership enrollment for the Sick Leave Banks for the 2016-17 school year will be open from Oct. 1 through Oct. 31, 2016.
- Sick Leave Buy Back**
Employees with good or perfect attendance in the 2015-16 fiscal year and sufficient leave balance as of June 30th may be eligible to "buy back" a portion of their unused sick leave as determined in their collective bargaining / meet and confer agreement.
Active, eligible employees can participate via ESS during the selection period only. The "buy back" selection period for the 2015-16 fiscal year will be from Aug. 2 through Oct. 14, 2016.

Additional Information

Please visit the [Benefits Department website](#) for Retirement (located under the "Other Services" tab) for the instructions for viewing and printing **Vacation and Sick Leave Estimated Dollar Values**.

For information on eligibility, rules, and regulations for all **Sick Leave Banks**, please visit the [Employee & Labor Relations website](#) for Sick Leave Bank (located under the "Programs & Services" tab).

For information on the eligibility, rules and regulations for **Sick Leave Buy Back** please visit the [Compensation website](#). **Eligible employees on unpaid leave or who no longer work for the District must submit a form to request payment.** [Click here for form](#) Questions can be submitted to: sickleavebuyback@browardschools.com. All inquiries must include employee name, personnel number, contact information and school year. The mailing address provided must match your mailing address in SAP.