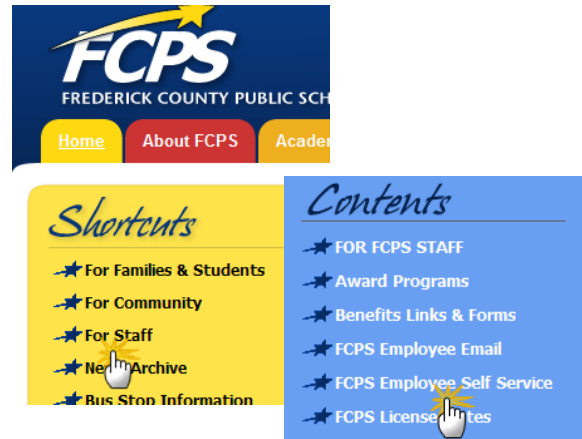


Employee Self Service

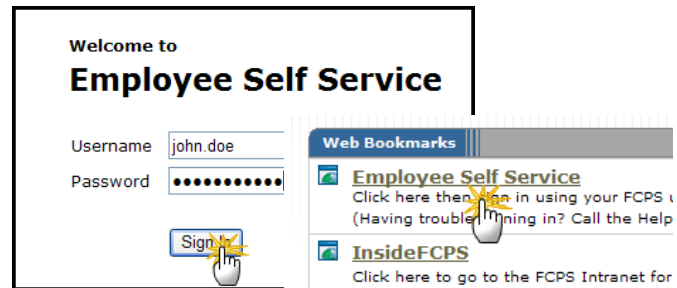
Leave History

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

1. **Click** on “For Staff”
2. **Click** on “FCPS Employee Self Service”

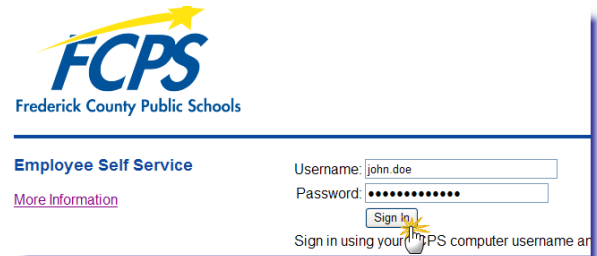


3. **Type** in your network Username and Password.
Example: User Id: john.doe
Password: xxxxxxx (case sensitive)
Click Sign In



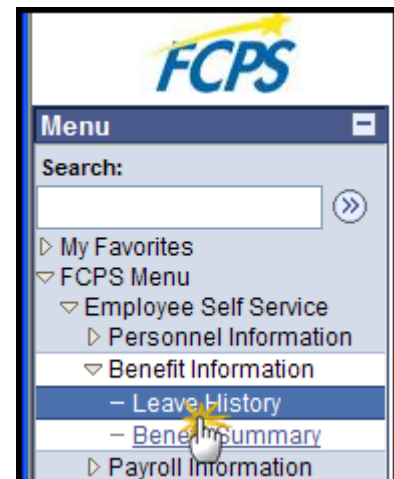
4. **Click** on “Employee Self Service “

5. You are now logged into the network.
Type in your network Username and Password again, to log into the Human Resources System.
Click Sign In



6. From the menu **Click** FCPS Menu > **Employee Self Service** > **Benefit Information** > **Leave History**

7. To securely Exit, **Click** [Sign out](#), **Click** on the brown door and **Close** your browser.




Click on any of the radio buttons (Vacation, Sick or Personal) to view your Leave History.

Leave History

Doe, John ID 000000000 [Balance Explanation](#)

Vacation Sick Personal

Vacation Leave Hours							
Customize Find View All  First 1-16 of 16 Last							
Process Date	Carried Over Prev Year	Earned YTD	Taken YTD	Adjusted Ytd	Balance	Taken Processed this pay	Adjusted this pay
03/31/10		53.333328	17.000		36.33	8.000	
03/15/10		49.999995	9.000		41.00		
02/28/10		46.666662	9.000		37.67		
02/15/10		43.333329	9.000		34.33		
01/31/10		39.999996	9.000		31.00		

Informational Questions – If you question any information on your Leave History:
Contact your Leave Supervisor or call the payroll office at 301-644-5036 or email karen.linton@fcps.org

Technical Questions – If you are unable to view your Leave History.
Call Cindy Getsinger, Technology Services at 301-644-5312 or email cindy.getsinger@fcps.org