

## CPS@WORK EMPLOYEE SELF-SERVICE UPDATING VOLUNTARY VACATION LUMP SUM PAYOUT

Below are step-by-step instructions for updating your elections via employee self-service. This option will only be offered for this payroll calendar change. For assistance, call HR Payroll Services **773/553-4729, option 1**.

### **Important Information:**

52-week employees who opt for a voluntary deduction option of up to five (5) accrued vacation days to assist in the transition to the new schedule must complete the online form. Below are the dates on which payments will be made:

- vacation days for 52-week employees currently on the ESP salary schedule will be paid on April 24, 2009
- vacation days for 52-week employees currently on the teacher pay schedule will be paid on May 1, 2009

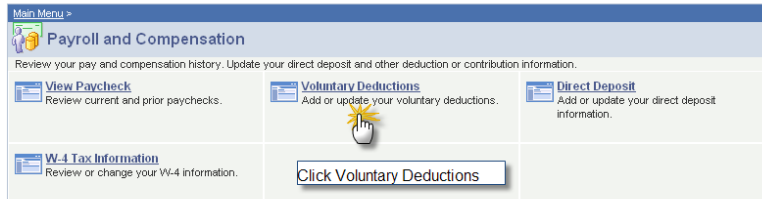
### **Step 1: Login into PeopleSoft**

The CPS@Work portal can be accessed from work or home at <https://www.cpsatworkprod.cps.k12.il.us>. The employee's user ID and password are the same as the network id and password.

### **Step 2: Click on "My Personal Information"**

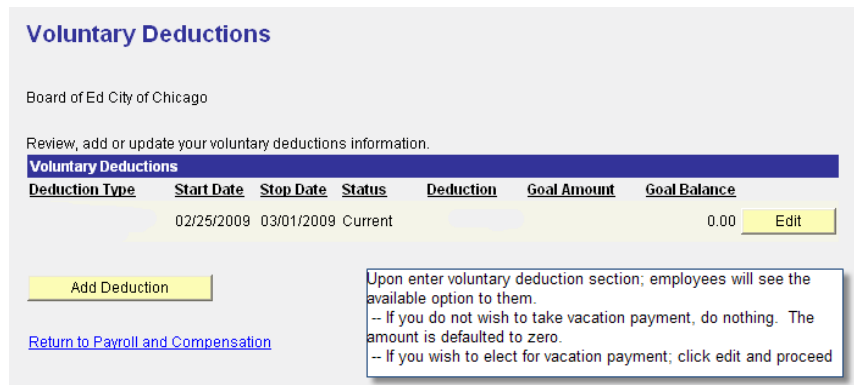
### **Step 3: Enter the Self-Service Section of "My Payroll"**

Click on "**My Payroll**," then click on the link for "**Voluntary Deduction**".



### **Step 4: Voluntary Deduction**

After clicking the link for "**Voluntary Deduction**," click "**edit**" to enter the number of days for which you would like payment. This option will only be offered for this payroll calendar change. This option will not be available after March 30, 2009.



### Step 5: Change Voluntary Deduction

Go to **“Enter Amount/Percent to be deducted.”** Elect any number between 1 – 5. Click **“save”** after entering the number of days for which you would like to receive payment.

**DO NOT MAKE ANY CHANGES TO ANY OTHER FIELDS ON THIS SCREEN.**

#### Voluntary Deductions

#### Change Voluntary Deduction

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\*Type of Deduction:

Voluntary Vacation Lump Payout

\*Check whether Deduction is a Flat Amount or Percent:

Amount

\*Enter Amount/Percent to be deducted:

Take deduction until I reach this Goal Amount:

\*Enter Deduction Start Date:

02/26/2009 (example: 12/31/2000)

Enter Deduction Stop Date:

03/01/2009 (example: 12/31/2000)

Current Balance:

0.00

\* Required Field

Save

Click Save

[Return to Voluntary Deductions](#)

Enter the number of days (whole numbers); you would like to elect for vacation payment.

Employees may elect any number of day between 1-5.

### Step 6: Confirmation

After clicking on **“save,”** you will receive a confirmation screen acknowledging the transaction was successful. Click **“OK”** to review your election choice.

#### Voluntary Deductions

#### Save Confirmation



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.



Click OK

### Step 7: Voluntary Deduction Screen

Elections are displayed as a dollar value, translated to equal your daily rate times to whole value (example: \$5 will be translated to 5 X daily rate). At this point, you can edit your choice by clicking on **“edit.”** To return to the menu, click on **“Return to Payroll and Compensation.”**

#### Voluntary Deductions

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Review, add or update your voluntary deductions information.

#### Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
<a href="#">Voluntary Vacation Lump Payout</a>	02/26/2009		Current	\$5.00		0.00

Add Deduction

[Return to Payroll and Compensation](#)

In this example the employee elected 5 days vacation payment. The deduction will appear as a dollar value. The value will be translated to 5 days vacation pay at the employee's current rate of pay.

Employees may elect any number of days between 1 - 5