PeopleSoft provides some great tools right on your dashboard to view your employee’s information, including job details, expiring licenses, compensation, and time off balances. Some options on your dashboard are only available when accessing PSoft from an internal link (from a computer inside the district’s firewall).

Once you have logged into the PeopleSoft Portal, you will get to the Dashboard Screen. This will have some defaulted information, but you may personalize your content to view all information such as your staff’s information, pending approvals, and alerts. To customize the options that show up on your dashboard by clicking on the personalize content or layout links in the upper right hand corner of the page. This will open up a dialogue box to display various information boxes on your dashboard.

Make sure both the “Employee Leave Summary” and “Direct Line Reports” are checked.

There are multiple tabs to view the detail, or you can click on the icon to expand all of the tabs for each person. Click on the icon to list all of your employees. (By default the list displays only the first 10.)

Click on the “Time” tab to view employee’s vacation and sick leave balances.

You can also dump this information into an Excel spreadsheet by clicking on the icon.

To view how many personal days an employee has used, click on the “View Employee Personal Leave” at the bottom of the page.

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When you click on the “View Employee Personal Leave” link, it will bring you to the “Accumulators” page. You can either look up the employee by entering the employee ID (which is listed on the Job Details tab) or entering the employee’s first and last name.

Alternately, you can pull the data for everyone at your building by entering the location code (building number).

Make sure to click “Get Employees” to have the system pull up the detail for the individual. This will display the individual(s) from your criteria. Click on the employee’s name to view their detail.

The start/end date typically default to the current fiscal year, however you can change these dates to view the amount of time taken within any given set of dates.

The accumulators will provide you with the amount of personal time used (as well as other types of time off that reduce the employee’s sick leave balance and have limits on how much they can take during the year).

To view another employee, click on the “Return to Select Employee” link.

Any time you want to return to the main dashboard screen, simply click the “home” link on the top right-hand corner of your screen.

**IMPORTANT NOTE:** The amount of personal leave days allowed for an employee is based on bargaining group. Leave allowance is also prorated by the employee’s FTE (or average hours worked in the TA contract.)