

# RETRIEVING BALANCES FROM OCDE EIS

1. Log into the OCDE Employee Information system (EIS) at <https://employee.ocde.us>.



## Welcome to EIS

If registered, enter login and password.  
If not registered, go to [Register User](#).

Email Address:

Password:

[Forgot email address?](#)  
[Forgot password?](#)  
[Need to register or register again?](#)

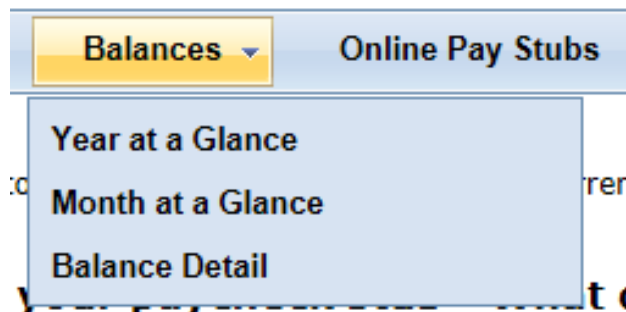
2. Select Balances from the menu:



## Employee Information System



3. Balances can be viewed for a Year, Month or in detail and are updated nightly.



## Year at a Glance

The Year at a Glance option displays a yearly summary calendar which includes the colored detail on the calendar and the employee balance overview for the fiscal year selected.

### Year at a Glance for 2016-2017

#### TIME DISPLAYED IN HOURS AND MINUTES

| Balance Type    | Begin | Earned | Taken | End    |
|-----------------|-------|--------|-------|--------|
| <b>Sick</b>     | 8:00  | 96:00  | 46:15 | 57:45  |
| <b>Vacation</b> | 8:00  | 184:00 | 20:00 | 172:00 |
| <b>Comp</b>     | 0:00  | 0:00   | 0:00  | 0:00   |

#### LEGEND

- FAMILY CARE LEAVE
- HOLIDAY
- MEDICAL/DENTAL APPOINTMENT
- MULTIPLE EVENTS
- SICK
- VACATION

| July 2016 - June 2017 |    |    |    |    |    |    |          |    |    |    |    |    |    |           |    |    |    |    |    |    |          |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
|-----------------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| July                  |    |    |    |    |    |    | August   |    |    |    |    |    |    | September |    |    |    |    |    |    | October  |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| S                     | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |    |    |    |    |    |    |    |  |
|                       |    |    |    |    | 1  | 2  | 1        | 2  | 3  | 4  | 5  | 6  |    |           |    |    |    |    | 1  | 2  | 3        |    |    |    |    |    |    | 1  |    |    |    |    |    |    |  |
| 3                     | 4  | 5  | 6  | 7  | 8  | 9  | 7        | 8  | 9  | 10 | 11 | 12 | 13 | 4         | 5  | 6  | 7  | 8  | 9  | 10 | 11       | 12 | 13 | 14 | 15 | 16 | 17 | 2  | 3  | 4  | 5  | 6  | 7  | 8  |  |
| 10                    | 11 | 12 | 13 | 14 | 15 | 16 | 14       | 15 | 16 | 17 | 18 | 19 | 20 | 18        | 19 | 20 | 21 | 22 | 23 | 24 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 9  | 10 | 11 | 12 | 13 | 14 | 15 |  |
| 17                    | 18 | 19 | 20 | 21 | 22 | 23 | 21       | 22 | 23 | 24 | 25 | 26 | 27 | 18        | 19 | 20 | 21 | 22 | 23 | 24 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |  |
| 24                    | 25 | 26 | 27 | 28 | 29 | 30 | 28       | 29 | 30 | 31 |    |    |    | 25        | 26 | 27 | 28 | 29 | 30 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |  |
| 31                    |    |    |    |    |    |    |          |    |    |    |    |    |    |           |    |    |    |    |    |    |          |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| November              |    |    |    |    |    |    | December |    |    |    |    |    |    | January   |    |    |    |    |    |    | February |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| S                     | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |    |    |    |    |    |    |    |  |
|                       |    |    | 1  | 2  | 3  | 4  | 5        |    |    |    |    | 1  | 2  | 3         |    |    |    |    |    |    |          |    |    |    |    |    | 1  | 2  | 3  | 4  |    |    |    |    |  |
| 6                     | 7  | 8  | 9  | 10 | 11 | 12 | 4        | 5  | 6  | 7  | 8  | 9  | 10 | 1         | 2  | 3  | 4  | 5  | 6  | 7  | 5        | 6  | 7  | 8  | 9  | 10 | 11 |    |    |    |    |    |    |    |  |
| 13                    | 14 | 15 | 16 | 17 | 18 | 19 | 11       | 12 | 13 | 14 | 15 | 16 | 17 | 8         | 9  | 10 | 11 | 12 | 13 | 14 | 12       | 13 | 14 | 15 | 16 | 17 | 18 |    |    |    |    |    |    |    |  |
| 20                    | 21 | 22 | 23 | 24 | 25 | 26 | 18       | 19 | 20 | 21 | 22 | 23 | 24 | 15        | 16 | 17 | 18 | 19 | 20 | 21 | 19       | 20 | 21 | 22 | 23 | 24 | 25 |    |    |    |    |    |    |    |  |
| 27                    | 28 | 29 | 30 |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 | 31 | 22        | 23 | 24 | 25 | 26 | 27 | 28 | 26       | 27 | 28 |    |    |    |    |    |    |    |    |    |    |    |  |
|                       |    |    |    |    |    |    |          |    |    |    |    |    |    | 29        | 30 | 31 |    |    |    |    | 29       | 30 | 31 |    |    |    |    |    |    |    |    |    |    |    |  |
| March                 |    |    |    |    |    |    | April    |    |    |    |    |    |    | May       |    |    |    |    |    |    | June     |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| S                     | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |    |    |    |    |    |    |    |  |
|                       |    |    | 1  | 2  | 3  | 4  |          |    |    |    |    | 1  |    | 1         | 2  | 3  | 4  | 5  | 6  |    |          |    |    | 1  | 2  | 3  |    |    |    |    |    |    |    |    |  |
| 5                     | 6  | 7  | 8  | 9  | 10 | 11 | 2        | 3  | 4  | 5  | 6  | 7  | 8  | 7         | 8  | 9  | 10 | 11 | 12 | 13 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |    |    |    |    |    |    |    |  |
| 12                    | 13 | 14 | 15 | 16 | 17 | 18 | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 14        | 15 | 16 | 17 | 18 | 19 | 20 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |    |    |    |    |    |    |    |  |
| 19                    | 20 | 21 | 22 | 23 | 24 | 25 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 21        | 22 | 23 | 24 | 25 | 26 | 27 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |    |    |    |    |    |    |    |  |
| 26                    | 27 | 28 | 29 | 30 | 31 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 | 28        | 29 | 30 | 31 |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 |    |    |    |    |    |    |    |    |  |

## Month at a Glance

The Month at a Glance option displays a summary of the current month. The month may be changed by selecting the desired month and fiscal year at the top of the screen.

### Month at a Glance for

| October 2016 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

#### TIME DISPLAYED IN HOURS AND MINUTES

| Balance Type | Begin  | Earned | Taken | End    |
|--------------|--------|--------|-------|--------|
| Sick         | 57:45  | 0:00   | 0:00  | 57:45  |
| Vacation     | 176:00 | 0:00   | 4:00  | 172:00 |
| Comp         | 0:00   | 0:00   | 0:00  | 0:00   |

#### LEGEND

VACATION

## Balance Detail


The Balance Detail option displays a breakdown of each event taken in Sick, Vacation, Comp, or Other Events categories.

### Time and Attendance Balances

Year:

Start Date:

As of Date:

 Search

#### TIME DISPLAYED IN HOURS AND MINUTES

| Balance Type | Beginning | Earned | Time Taken (broken down)   | Ending Balance |
|--------------|-----------|--------|----------------------------|----------------|
| Sick         | 8:00      | 96:00  | FAMILY CARE LEAVE          | 22:00          |
|              |           |        | MEDICAL/DENTAL APPOINTMENT | 6:30           |
|              |           |        | SICK                       | 17:45          |
|              |           |        | TOTAL SICK TIME TAKEN      | 46:15          |
|              |           |        |                            | 57:45          |
| Vacation     | 8:00      | 184:00 | VACATION                   | 20:00          |
|              |           |        | TOTAL VACATION TIME TAKEN  | 20:00          |
|              |           |        |                            | 172:00         |
| Comp         | 0:00      | 0:00   | TOTAL COMP TIME            | 0:00           |
| 0:00         | 0:00      |        | TOTAL OTHER EVENTS TIME    | 0:00           |
|              |           |        |                            | 0:00           |