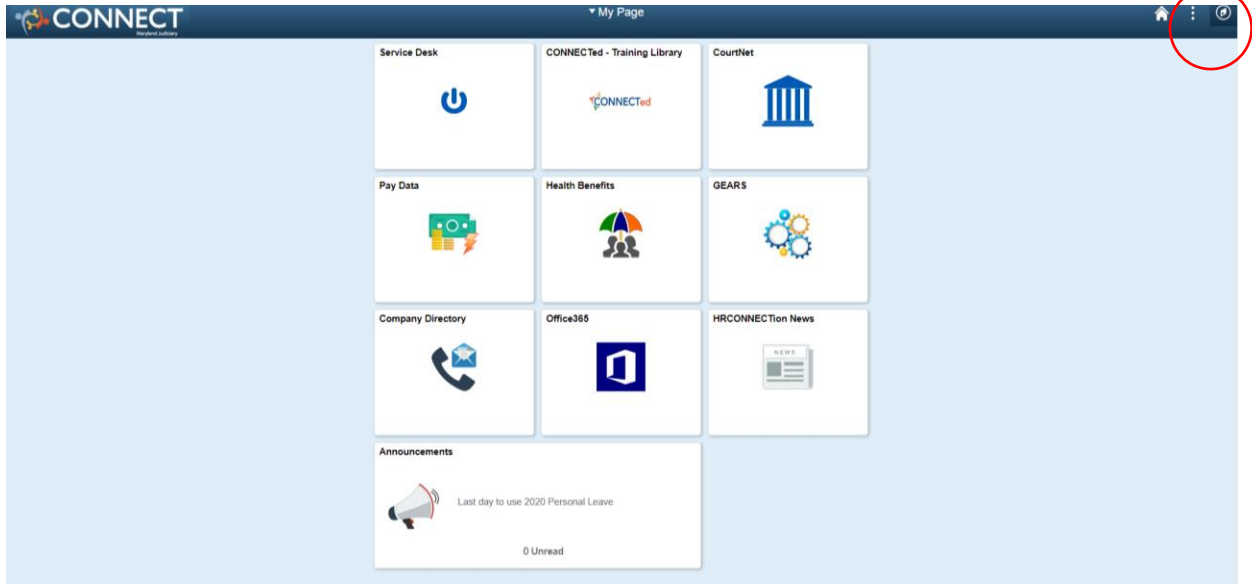


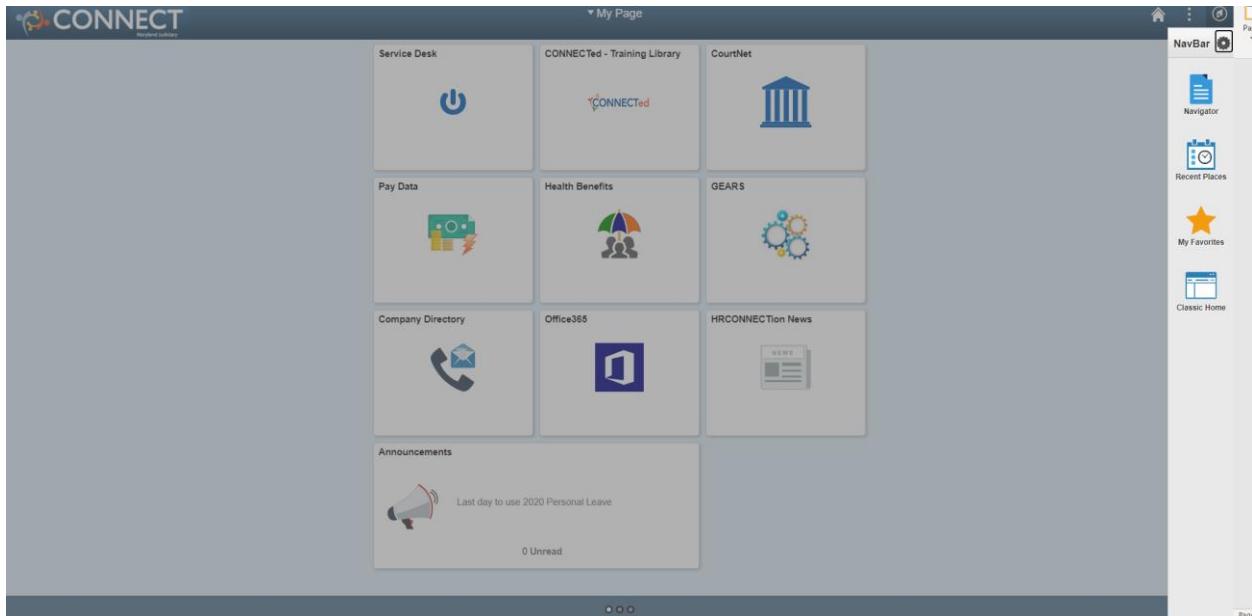
2023 Leave Bank Enrollment Instructions

1. Log into CONNECT, then click the Navigator button.

a) The navigator button can be found at the top right corner.



b) Once you click on the navigator button a toolbar will appear and you can then click on navigator.



2. Click on HCM Systems

The image shows a vertical navigation bar titled "NavBar: Navigator" with a gear icon in the top right corner. The bar is divided into sections: "Navigator" (with a document icon), "Recent Places" (with a calendar icon), "My Favorites" (with a star icon), and "Classic Home" (with a window icon). The main menu items are listed below, each with a right-pointing chevron: "ELM Systems" (highlighted in yellow), "HCM Systems" (indicated by a large blue arrow), "PeopleSoft", "My Content", "Portal Administration", "Worklist", "Tree Manager", "Reporting Tools", "PeopleTools", "Take a Survey", "Browse Workspaces", "My Account Sign On", "My Instant Messaging", and "Usage Monitorina". A vertical scrollbar is visible on the right side of the menu.


Section	Item
Navigator	ELM Systems
Navigator	HCM Systems
Recent Places	PeopleSoft
Recent Places	My Content
My Favorites	Portal Administration
My Favorites	Worklist
Classic Home	Tree Manager
Classic Home	Reporting Tools
Classic Home	PeopleTools
Classic Home	Take a Survey
Classic Home	Browse Workspaces
Classic Home	My Account Sign On
Classic Home	My Instant Messaging
Classic Home	Usage Monitorina


3. Click on Self Service


The screenshot shows a navigation bar titled "NavBar: Navigator" with a gear icon on the right. Below the title bar, there is a left sidebar and a main menu. The sidebar contains four sections: "Navigator" (document icon), "Recent Places" (calendar icon), "My Favorites" (star icon), and "Classic Home" (window icon). The main menu is titled "HCM Systems" and contains a list of items, each with a right-pointing chevron. A blue arrow points to the "Self Service" item in the list.

Item	Icon
Insights	>
Self Service	>
Manager Self Service	>
Recruiting	>
Workforce Administration	>
Time and Labor	>
Payroll for North America	>
Global Payroll & Absence Mgmt	>
Workforce Development	>
Workforce Monitoring	>
Set Up HCM	>
Enterprise Components	>


4. Click on Leave Transfer Requests

NavBar: Navigator 

 Navigator


Self Service 

Time Reporting >

 Recent Places


Personal Information >

Payroll and Compensation >

 My Favorites

Benefits >

Leave Transfer Requests >

 Classic Home

Learning and Development >

Performance Management >


Recruiting >

Career Planning >

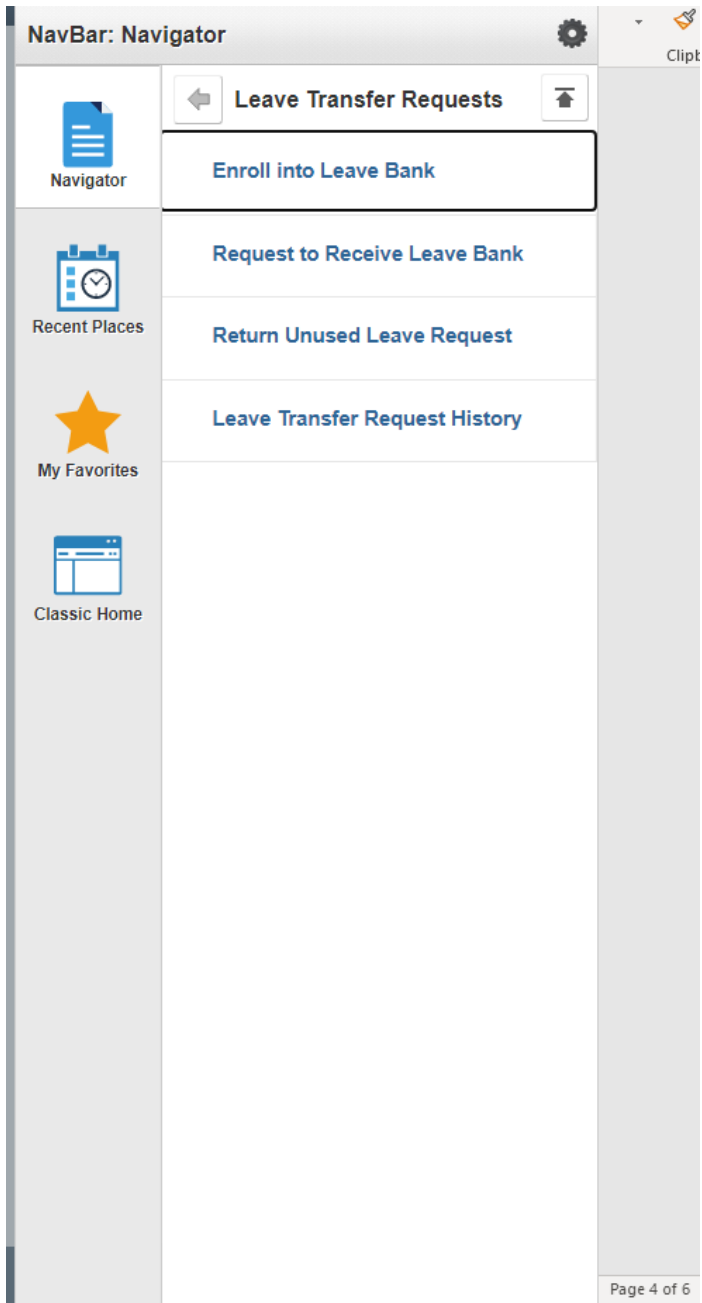
Review Transactions

Manage Delegation

Workflow User Preferences

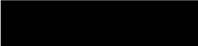


5. Click on Enroll into Leave Bank



6. Next, you will need to choose the program name from the drop down. This year's program name is 2023 LB Enrollment

Request to Enroll in the Leave Bank



This form may be used to enroll in the leave bank.

Donation Program

*Program Name	Select Program
Category	Type
Contribution Type	Frequency
Unit Type	Ceiling Limit
Minimum Days	Maximum Days
Begin Date	End Date

Leave Contribution

From Entitlement	Balance	Days to Donate	Recipient Type	Name	Details	Delete
Select Entitlement	Balance				Details	Delete

Add Contribution

Comments

Requester Comments

7. Choose which type of leave you would like to contribute from the entitlement drop down.
 - a. You must donate 8 hours of annual, personal, compensatory or sick leave.
 - b. Then, read and check off that you have read and understand the Agreement and Compliance section.
 - c. Finally, submit your 2023 leave bank enrollment request.

*Program Name <input type="text"/>		Type Voluntary	
Category	Bank		
Contribution Type	One-Time		
Unit Type	Hours	Ceiling Limit	8.00
Minimum Hours	1.00	Maximum Hours	999999.00
Begin Date		End Date	

Leave Contribution							Personalize Find	First 1 of 1 Last
From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete		
<input type="text" value="Sick Leave Entitlement"/>	<input type="text" value=""/>	<input type="text" value="8.00"/>			Details	<input type="button" value="Delete"/>		

Comments Requester Comments <input style="width: 90%;" type="text"/>
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Agreement and Compliance <ul style="list-style-type: none"> I have read and understand the Judiciary Leave Bank Guidelines. I understand this donation is irrevocable. I certify that the above information is true and correct. <input checked="" type="checkbox"/> I hereby confirm that I have read and comply with the given statements.
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