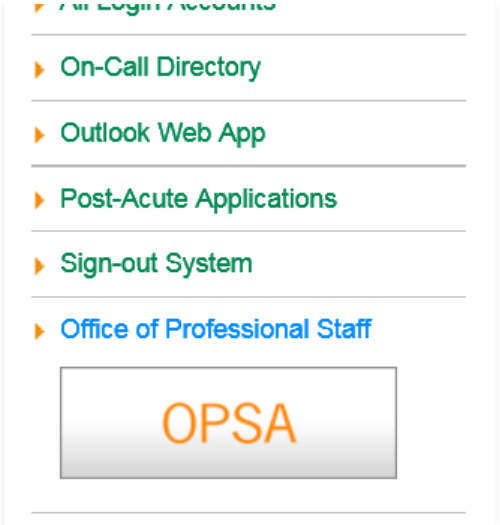
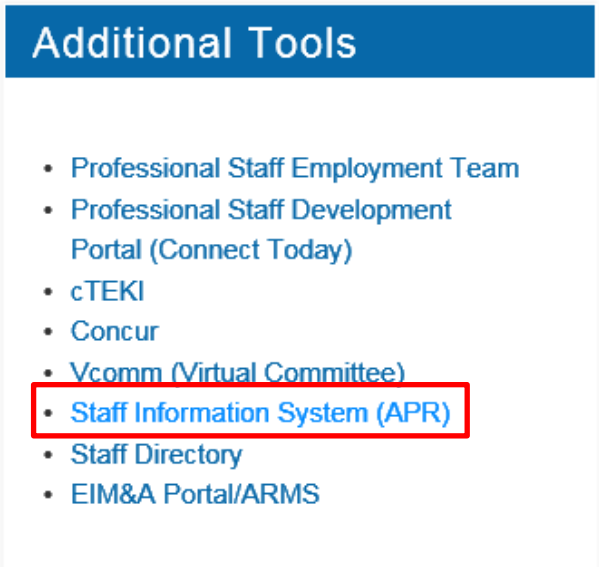
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Vacation Donation Job Aid

1.) Use this link to access Staff Information System directly. If using the link proceed to Step 3. Or Navigate to Doc|com and click on the OPSA button on the left side of the home page.

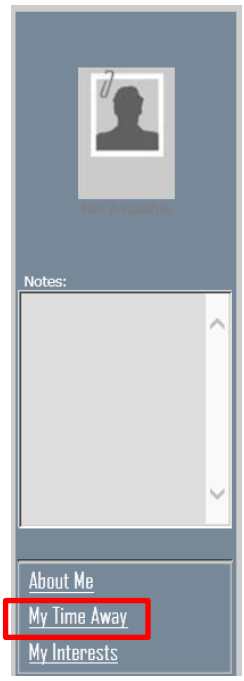


2.) Click on Staff Information System in the Additional Tools section

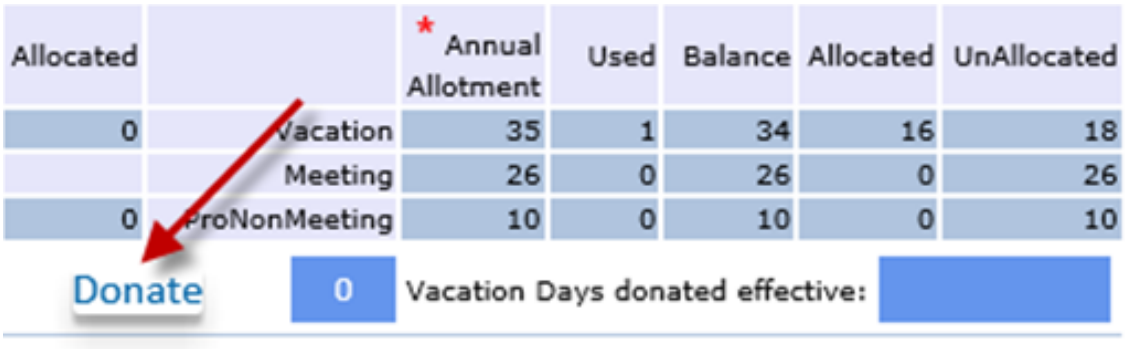


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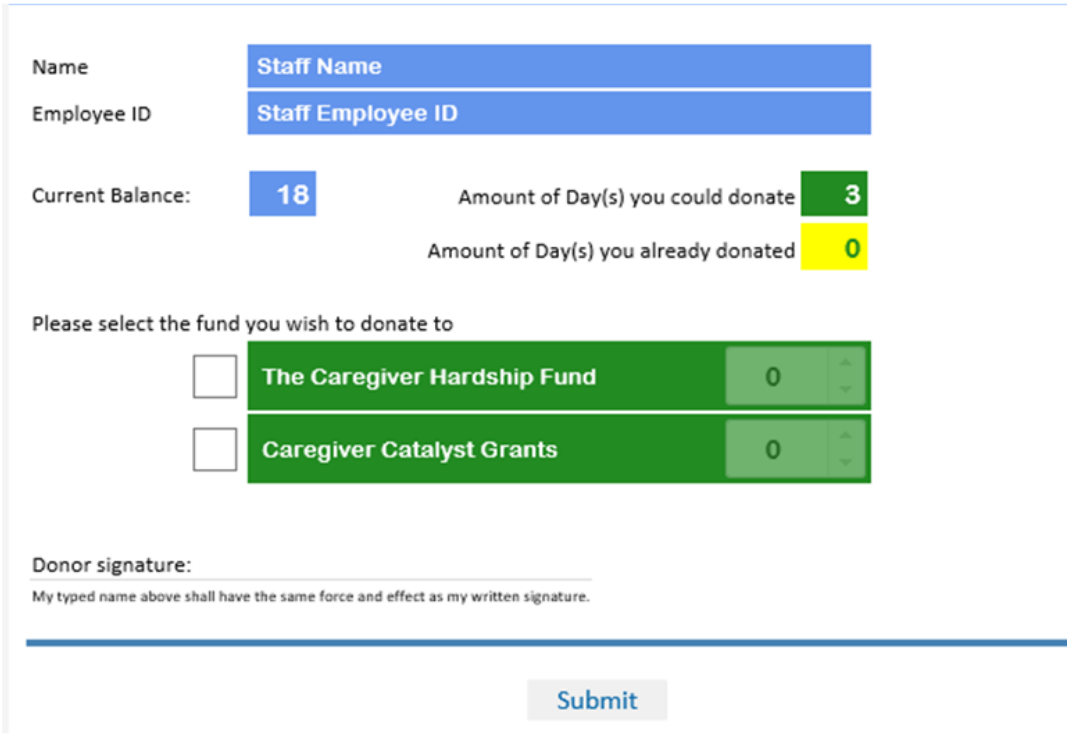
3.) Click on My Time Away



4.) Click on Donate



5.) The Staff Name and Staff Employee ID will automatically populate.
The current available vacation balance will be displayed.
Select which plan to donate and how many days.



6.) Donated Days will be added to used days and deducted from balance. They will be displayed in the STA report as follows with the most recent donation reflected in effective date

Deductible	Available	Used	Balance
Meeting	26	0	26
Vacation	35	18.5	16.5
ProNonMeeting	10	0	10
VPR Bank [Cap/Limit : 40]	40	0	40
FML Bank [Cap/Limit : 40]	11	0	11

1.5	Vacation Days donated effective:	2/9/2021

7.) For any questions please contact either:

Mark Elinsky at ELINSKM@ccf.org or (216) 636-2306
or
Russell Kline at KLINER3@ccf.org