



DENVER PUBLIC SCHOOLS
Viewing Time Accrual Balances
(Vacation, Sick and Personal
Hours) On-Line

<https://employeeinfo.dpsk12.org>

What is my Password?

Your username and password are the same as your **Outlook** email login.

If you do not have an Outlook email login OR have forgotten your password, please contact the DoTS Hotline at 720-423-3888 or email the Hotline at DoTS_Hotline@dpsk12.org

Is Self-Service Secure?

Self-Service is a secure environment. Always use the **Logout** button on your self-service screen when you finish a session.

Step 1. Getting Started.

Using your Internet Explorer, type in the following

path in the address field:

<https://employeeinfo.dpsk12.org>

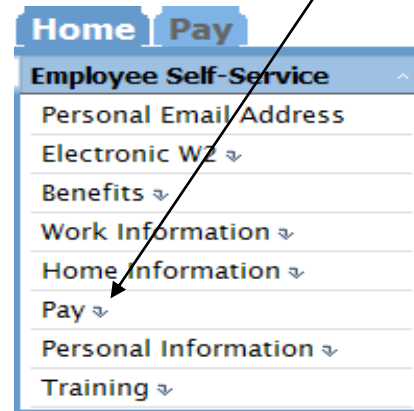
The **“User Name and Password Required”** window appears.

-Enter your assigned User Name.

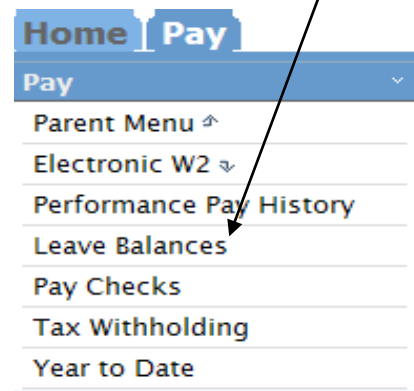
-Enter your password. Click “OK.”

The Menu is on the left side of the page.

From the Menu, select “Pay”



Step 2. Your Leave Balances—Select Leave Balances



Your current Leave Balances will appear.

Leave Balances

Balances			
Plan Name	As of Date	Available Hours	Available Days
PERSONAL LEAVE 40 HRS HOURLY	03/31/2008	8.50	1.06
SICK 8 HOURS MONTHLY-HOURLY	03/31/2008	116.25	14.53

Vacation Maximum Balance

On January 31st of each year, maximum balances are applied. The system will apply an employee’s usage through January 14th as well as their January monthly accrual. Hours over the maximum limit will be lost.

Longevity Vacation

An additional 5 days of vacation are awarded in June for eligible employees with 15 years of service. Longevity vacation will continue to be awarded each June and these hours will be rolled over to an employee’s vacation balance each January at which time the hours will be subject to the maximum balance amount allowed.

Balances are updated after payroll has been processed. Absences are reported from the 15th of the previous month through the 14th of the current month for monthly paid employees. Semi-monthly paid employees’ absences are reported from the 16th through the end of the month for the mid month pay date and the 1st through the 15th for the end of month pay date.

For additional information regarding vacation balances, go to <http://payroll.dpsk12.org>, the site for DPS Payroll and Business Services, and click on **Vacation Accrual**.

For sick leave and/or Health Leaves, go to <http://hr.dpsk12.org/leaves/health>, the site for Benefits and Human Resources.

Step 5. Logging Out

Close the window session by clicking the **logout** button in the upper-right corner