

Excess Vacation Carry Over Plan for 2014/2015

January 13, 2014

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- If the USW member does not submit an Excess Vacation Leave Carry Over Plan by September 30, 2014, he/she will be subject to a vacation plan as scheduled by the supervisor.
 - The member may request a meeting with the supervisor to discuss the vacation plan.

At any time, you may view your Vacation Leave usage and balance on the BestNet system, which is the same system used to access your earnings statements ("pay stubs") and tax documents. To access the BestNet system:

- Log on to the FUSD Website www.fusd.net
- Click on the **District Office** tab at the top of the page
- Click on the link to the **Payroll** department
- Under the Other Online Resources section, click on the link for **Employee Self-Service**
- Use the drop-down menu to select Fontana Unified S.D.; enter your username and password*, then click **Login**
- Under the Main Menu on the left side of the screen, click on **Leave Balances**
 - Posted: This is the number of hours that have been processed by Payroll since 7/01/2012, when the District began using the ELTS leave tracking system. These hours have been removed from the Balance.
 - Pend/Exc: This is the number of hours that have been entered in the system, but not yet processed by Payroll. These hours have been removed from the Balance.
 - Balance [1st]: This is the total of both the Posted and Pend/Exc fields.
 - **Balance [2nd]: This is your Vacation Leave Balance in hours.**
 - *NOTE: If you have requested future vacation days and they have not yet been entered into the system, keep in mind that these hours will also be deducted from your balance in the future.*
 - Click on the + (plus sign) next to **Vacation** to expand the section to review more detail.

*If you have not yet registered for a username and password, please refer to the Best Net Employee Self Service Site pamphlet which is available on the FUSD Staff Portal at <http://staff.fusd.net/announcements/200708/BestNet.pdf>.

Your immediate attention to this matter is highly encouraged. Should you have any questions, please contact Classified Human Resources at extension 29050 or the USW Hall at (909) 823-6755.

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