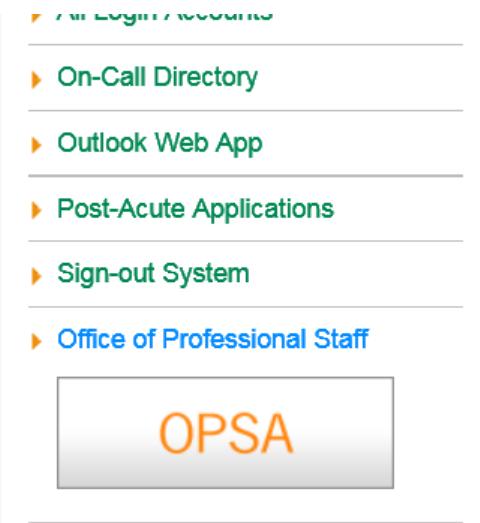
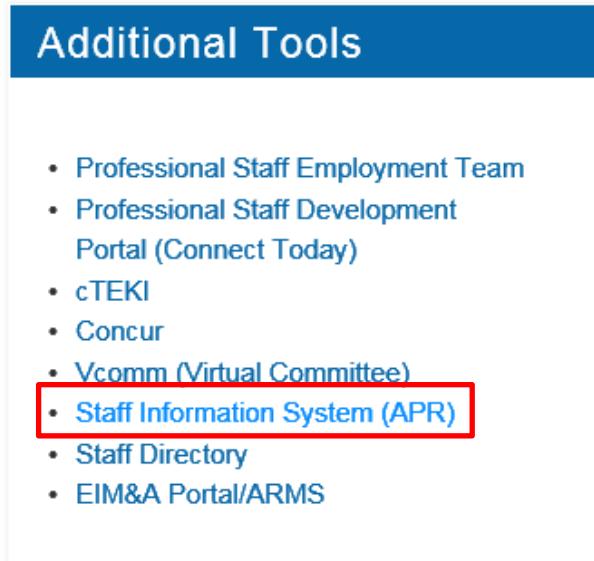


Vacation Donation Job Aid

- 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

A screenshot of a web page with a blue header 'Additional Tools'. Below the header is a list of links: 'Professional Staff Employment Team', 'Professional Staff Development Portal (Connect Today)', 'cTEKI', 'Concur', 'Vcomm (Virtual Committee)', 'Staff Information System (APR)', 'Staff Directory', and 'EIM&A Portal/ARMS'. The link 'Staff Information System (APR)' is highlighted with a red rectangular box.

3.) Click on My Time Away



4.) Click on Donate

Allocated		★ Annual Allotment	Used	Balance	Allocated	UnAllocated
0	Vacation	35	1	34	16	18
	Meeting	26	0	26	0	26
0	ProNonMeeting	10	0	10	0	10
Donate		0	Vacation Days donated effective:			



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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.

Name	Staff Name		
Employee ID	Staff Employee ID		
Current Balance:	18	Amount of Day(s) you could donate	3
		Amount of Day(s) you already donated	0
Please select the fund you wish to donate to			
<input type="checkbox"/>	The Caregiver Hardship Fund	0	<input type="button" value="▼"/>
<input type="checkbox"/>	Caregiver Catalyst Grants	0	<input type="button" value="▼"/>
Donor signature: My typed name above shall have the same force and effect as my written signature.			
<input type="button" value="Submit"/>			

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
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7.) For any questions please contact either:

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

or

Russell Kline at KLINER3@ccf.org