How To Determine Your PDTA Sick Leave Bank Status

Access and login to WinCap WEB through Classlink or the PCSD "For Staff" Website

Select Employee Self-Service

MinCapmeb.										
Home	myWinCap	Professional Developmen	Employee Self-Service	support Center						
Configure]										

Select My Attendance Balances using either option shown



Set **Fiscal Year** to the Year corresponding to the end of this school year. (2021-22 School Year \rightarrow 2022)

Fiscal Year 2022 V											
TEACHERS (01)											
7/1/2021 -											
My Attendance Balances 🐁 🕏 🖻											
1-3 of 3 First Previous Next Last											
Attendance Codes 🔺 Car	ry Over Earned	Taken	Adjustments	Available Balance	As Of	Last Taken					
Prolonged Illness					07/01/2021						
Sick	15.0000				07/01/2021						
Sick Bank Contrib.	4.0000			4.0000	07/01/2021						
1-3 of 3 First Previous Next Last											

Sick Bank Contrib. in the Carry Over Column of 4, you are a vested Sick Leave Bank Member and no further days need to be contributed unless the bank runs low and we communicate a further need to reassess membership.

Sick Bank Contrib. in the Carry Over Column of 1, 2 or 3 you will continue to have one day deducted annually until you have contributed four (4) days. Your access to SLB days will be pro-rated.

Sick Bank Contrib. in the Carry Over Column of 0, the cell is blank or the option does not even show, you are not a member of the Sick Leave Bank Member.