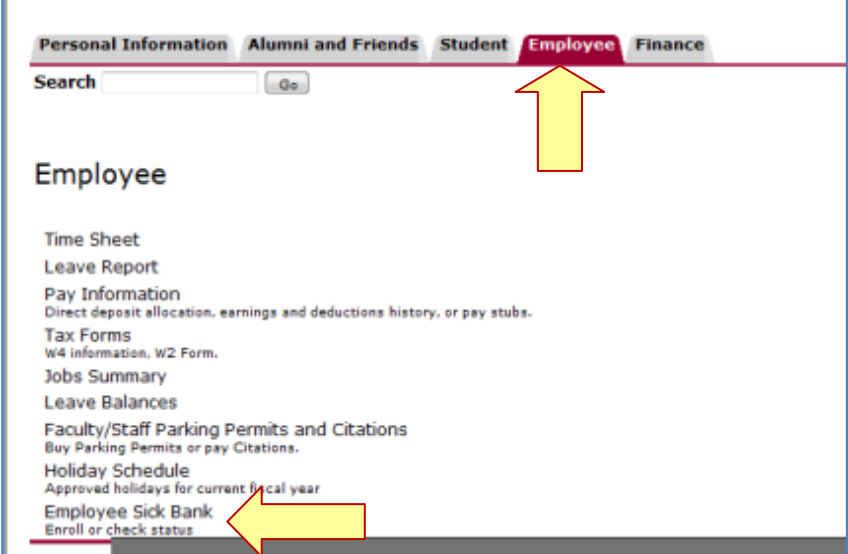


ONLINE SICK LEAVE BANK ENROLLMENT/ RE-ENROLLMENT PROCESS

The Sick Leave Bank Enrollment/ Re-enrollment is offered online through Panther Access to Web Services (PAWS). The following instructions have been created to assist with this process. For additional assistance, please contact the Benefits Department at benefits@eiu.edu or by calling 581-5825.

Step 1

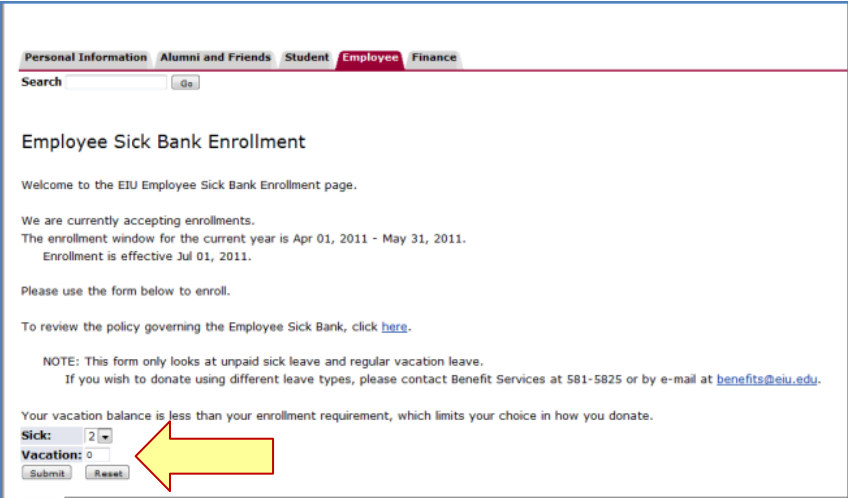
Select the "Employee" tab



The screenshot shows the top navigation bar of the PAWS website. The tabs are: Personal Information, Alumni and Friends, Student, Employee, and Finance. The 'Employee' tab is highlighted in red, and a yellow arrow points to it from the right. Below the navigation bar is a search box with a 'Go' button. The main content area is titled 'Employee' and lists various services: Time Sheet, Leave Report, Pay Information (Direct deposit allocation, earnings and deductions history, or pay stubs), Tax Forms (W4 information, W2 Form), Jobs Summary, Leave Balances, Faculty/Staff Parking Permits and Citations (Buy Parking Permits or pay Citations), Holiday Schedule (Approved holidays for current fiscal year), and Employee Sick Bank (Enroll or check status). A yellow arrow points to the 'Employee Sick Bank' link.

Step 2

Click on "Employee Sick Bank"



The screenshot shows the 'Employee Sick Bank Enrollment' page. The navigation bar is the same as in Step 1. The page content includes: 'Employee Sick Bank Enrollment', 'Welcome to the EIU Employee Sick Bank Enrollment page.', 'We are currently accepting enrollments. The enrollment window for the current year is Apr 01, 2011 - May 31, 2011. Enrollment is effective Jul 01, 2011.', 'Please use the form below to enroll.', 'To review the policy governing the Employee Sick Bank, click [here](#).', 'NOTE: This form only looks at unpaid sick leave and regular vacation leave. If you wish to donate using different leave types, please contact Benefit Services at 581-5825 or by e-mail at benefits@eiu.edu.', 'Your vacation balance is less than your enrollment requirement, which limits your choice in how you donate.', and a form with 'Sick: 2' (dropdown menu), 'Vacation: 0' (input field), and 'Submit' and 'Reset' buttons. A yellow arrow points to the 'Sick' dropdown menu.

Confirmation

The confirmation screen is the final step in the process. Please note that leave balances are not automatically updated at the time of submission but will be deducted from the designated categories at the end of the enrollment period (May 31st).



The screenshot shows the 'Employee Sick Bank Submission' confirmation page. The navigation bar is the same as in Step 1. The page content includes: 'Employee Sick Bank Submission', 'Thank you for participating in the EIU Employee Sick Bank. You donated 1 sick day(s) and 1 vacation day(s).', and 'All submissions will be processed at the close of the enrollment window.'