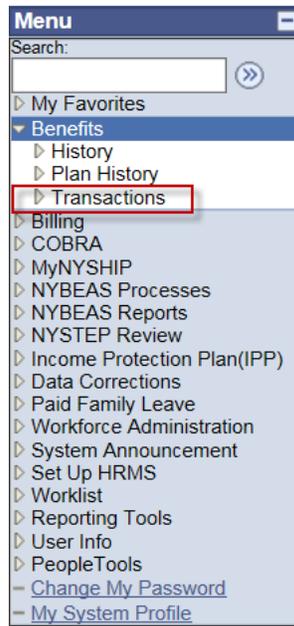






Click the arrow next to **Benefits** to expand the list and select **Transactions**.



Scroll down the list of transactions and select **Sick Leave Credit Preservation**.



To enter the Sick Leave Preservation for the first time on an employee's account, click on the **Find and Existing Value** tab. Then enter the employee's EmplID to bring up their sick leave preservation window.

### SICK Leave Credit Preservation

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** [Add a New Value](#)

EmpID:

Empl Rcd Nbr:

Last Name:

First Name:

Department:

Include History  Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Next, input the employee's sick leave information within the **Sick Leave Credit Information** section. This includes:



Sick Leave Credit Preservation

Sick Leave Credit Preservation

Employee Information

EmplID:

Empl Rcd #: 0

Employee Address

Address Line 1

Address Line 2

City

State

Postal Code

Sick Leave Credit Information

Find | View All First 1 of 1 Last

Sick Leave Type  Actuarial  Dual

Effective Date 10/10/2019 Hours 200.00 Std Hrs/Wk 7.50 Annual Salary 48000.000

Current Agency \*Benefits Eligible Service From 01/01/1999 \*Benefits Eligible Service Thru 10/10/2019

Employment Information

Negotiating Unit 06 Management Confidential

Current Agency 08000 NYS Dept Of Civil Service

Retirement System Employee Member of Retirement Registration Number

Save Return to Search Notify

Add Update/Display Include History