



# Delt Employee Mini Guide

## Employee Balances

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## Balances – Balances Widget

### My Balances Widget – What does it do?

1. From the Employee Dashboard click on the *My Balances* widget
2. Employee clicks 'Balance'
3. Employee can view, an overview of Annual Leave, Time off in Lieu
4. Employee can view their Transactions for Annual Leave in date order, along with any narrative provided.



#### My Balances

Employee Dashboard > My Balances

#### Active

Balance	Open Period	Type	Appointment	Status	Allowance	Carried Over	Taken	Balance	Booked	Balance + Booked
Annual Leave - Delt	01-Apr-2019 to 31-Mar-2020	Hours	IT Technician (300227-2)		174.91	0.00	0.00	174.91	0.00	174.91
Time off in Lieu	01-Jan-2019 to 31-Dec-2019	Hours	IT Technician (300227-2)		15.00	0.00	0.00	15.00	0.00	15.00

#### Transactions for Annual Leave - Delt

Date	Description	Reserved	Floating	Accrued	Carried	Taken	Balance
01-Apr-2019	Opening Value	0.00	185.00	0.00	0.00	0.00	0.00
01-Apr-2019	FTE Adjustment		-17.09				
01-Apr-2019	PH FTE Entitlement		99.00				
01-Apr-2019	PH FTE Reserved		-99.00				
25-Dec-2019	Bank Holiday (Worked)			7.00			

### An Explanation of Transactions for Annual Leave

Transactions for Annual Leave - Delt	
Date	Description
Reserved	We are not using this function
Floating	These are values that can change dependent on an employee's Terms & Conditions; FTE and service.
Accrued	Accrual of Leave
Carried	Carried forward Leave
Taken	Leave that employee has taken
Balance	Balance of leave

## An Explanation of Transaction Description

Transaction Description	Explanation												
<p><b>Transactions for Annual Leave - Delt</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01-Apr-2019</td> <td>Opening Values</td> </tr> <tr> <td>01-Apr-2019</td> <td>FTE Adjustment</td> </tr> <tr> <td>01-Apr-2019</td> <td>PH FTE Entitlement</td> </tr> <tr> <td>01-Apr-2019</td> <td>PH FTE Reserved</td> </tr> <tr> <td>25-Dec-2019</td> <td>Bank Holiday (Worked)</td> </tr> </tbody> </table>	Date	Description	01-Apr-2019	Opening Values	01-Apr-2019	FTE Adjustment	01-Apr-2019	PH FTE Entitlement	01-Apr-2019	PH FTE Reserved	25-Dec-2019	Bank Holiday (Worked)	
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Opening Values	This is the maximum amount an employee can have for a full time, full year entitlement.												
FTE Adjustment	This is for any change of hours or part time working arrangements.												
Service Qualified	This is when an employee hits their 5-year or 10-year service anniversary.												
PH FTE Entitlement	This is the Bank Holiday adjustments being added onto the employee's entitlement.												
PH FTE Reserved	This is the Bank Holidays reducing the entitlements												