



Instructions for Sick Pool Enrollment via Vista PDS Wizard

- Visit: <https://vista.leeclerk.org/pds/login/login.aspx>
- Use your credentials to login, if you need assistance, please contact Human Resources at 239-533-2245.
- Click on **Self Service** under the title header **My Pages**.
- Choose the **Sick Pool Enroll/Renew/Drop Button** from your widget menu on the **Self-Service** page.



Sick Pool Enroll/Renew/Drop

- Review the Instructions, then click the  button.

A screenshot of a web browser window titled "Sick Pool Enroll\Renew\Drop". The window shows a user profile for "Anderson, Sasha Alicia: Benefits Specialist (E) Active - Change B in CNTY". Below the profile, it says "Welcome to the County Sick Pool Enroll/Renew/Drop wizard!". The main heading is "2023 Lee County Board of County Commissioners Sick Pool Enrollment" with a sub-heading "Sick Leave Pool Enrollment Window November: 17, 2022 to November 30,2022". The text reads: "Welcome to the 2023 Sick Pool Enrollment/Renew/Drop Wizard. This online wizard will enable you to enroll/renew/drop your enrollment in the Sick Pool program. You must complete this wizard to enroll/renew/drop in the sick pool program. To use the wizard, simply scroll through the screens using the NEXT button located at the bottom of each page. To go back use the BACK button. If you do not want to enroll, then select 'Cancel' below. If you need assistance please contact HR at 239-533-2245." At the bottom, there are three buttons: "Next" (blue), "OK" (grey), and "Cancel" (white with grey border). The page number "Step 1 of 3" is visible in the bottom left corner.

- Review your current enrollment status and available balance. Please note – if this is your first enrollment, you will need a minimum of 40 hours combined sick and sick bank to enroll. If you are currently enrolled, you will need a minimum of 8 hours to contribute to the sick pool for the current enrollment calendar year. If you do not meet the above listed requirements, the system will not let you enroll and you may cancel out of the screen.
- If you are currently enrolled and wish to participate in in Sick Pool for upcoming year, please click Enroll or Renew.
- If you are currently enrolled and wish to drop for the upcoming calendar year, please click Drop.

Sick Pool EnrollRenewDrop

 **Anderson, Sasha Alicia:**
Benefits Specialist
(E) Active - Change B in CNTY

Your total available hours of sick and bank combined is :
415.25

You are currently **NOT** enrolled in the Sick Pool benefit.

Please select an option below:

Enroll
 Drop

Step 2 of 3

Next OK Cancel

Sick Pool EnrollRenewDrop

 **Bristol, Cristin Colleen:**
Manager, Human Resources Information Systems
(D) Active - Change A in CNTY

Your total available hours of sick and bank combined is :
411.75

You are currently **ENROLLED** in the Sick Pool benefit.

Please select an option below:

Renew
 Drop

Click "Next" to submit your request for sick leave pool.

You have already made an election for the next year.
To keep your election, please select cancel.

Step 2 of 3

Next OK Cancel

- Upon successful completion of your election, you will receive a confirmation screen that your Sick Pool Wizard is complete.

Sick Pool EnrollRenewDrop

 **Anderson, Sasha Alicia:**
Benefits Specialist
(E) Active - Change B in CNTY

The Sick Pool Wizard is complete!

Thank you for completing the Sick Pool Wizard. Please run the wizard again before the deadline if you would like to change your election during the two week period. The donation of one day of leave will be processed on the first payroll after the deadline and the adjustment will appear in your accrual balances on your pay stub.

Press "OK" to exit the wizard...

Step 3 of 3

Next OK Cancel