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How to Start Using a System

If you are interested in using this application and do not currently have access, simply send an email to engrit-apps@illinois.edu. Please take a look at the application costs located at <http://it.engineering.illinois.edu/services/portal-applications-engineering>

A CFOP will be required before access can be granted. If you would like to test the application before purchasing, please indicate such in your email.

Basic Information

The Vacation & Sick Leave (VSL) application is available to help manage University leave benefits. VSL's primary functions are to track the request/approval process and maintain balance information for University Vacation and Sick Leave benefits.

Levels of Access

There are three levels of access; Employees, Approvers, and HR Managers.

Data

Only the employee name is pulled from EDW. Although balances are listed for reference, the employee benefit time isn't in the app until the Manager puts them in.

Logging In

You can access the application by going to your portal (<https://my.yourportal.illinois.edu>) and logging in with NetID and your Active Directory password. If there is a Vacation Sick Leave Reporting link, click on it to go to the application.

If there is no link listed, go directly to the application by typing the following URL into a browser
<http://my.yourportal.illinois.edu/vacation>

If you get a permission denied error, please contact Engineering IT Share services support at engrit-apps@illinois.edu

Employee View

Submit Days

When you access the Vacation application on the employee side, you will be presented with a summary of benefit time that lists balances, accruals, and usage. Civil Service employees only see their most current available balances. You may view your balance through a specific date, or through the end of the academic year. This is helpful if you need how much time off you have available through a specific date. Also, you can click the link to “Display summary in days” versus hours (hours is the default).

Please note: There are many configurable options, based upon the details of your appointment, so some items in this document may differ from what you see in the application.

Within the app, there is a calendar to the left of the screen that will allow you to select a specific date and request that day off. Be sure to indicate the “type of day off”, and “amount of time off” (you can choose a full or half day). There is a field available to enter a note on your time off request.

Upon submitting your time off request, your manager will need to log into the vacation application to approve your request. An employee can delete a time off request prior to their manager approving, after which, your manager would have to remove the request. You would need to do this in the event that the employee decided not to take the time off.

Before using the “Other” type of day off requests, you may want to access the “Useful Links” section to access the campus leave policy, staff handbook, accrual policy and reporting policy. This will ensure you are selecting the appropriate time off type based on the details of your appointment.

Click the “Return” link on the right of the application at any time to return to the main portal screen.

SUBMIT DAYS
APP INFORMATION RETURN

Submit Days
Absence Graph

June 2015

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Entering information for 6/5/2015

Click a day on the calendar to edit a different day

Useful Links:

- [Campus Leave Policy](#)
- [Academic Staff Handbook CH3](#)
- [Accrual Policy](#)
- [Reporting Policy](#)

Type of day off:

Vacation Day

Sick Leave

Floating Holiday

Other

Amount of time off:

Full Day

Half Day

Note:

Print Activity Report

Period Beginning: 8/16/2014

Summary of benefit time (hours) available on 8/15/2015:

	Vacation	Sick Leave (Cumulative)	Sick Leave (Non-C)	Floating
Balance Forward from 8/16/2014	368.00	176.00	0.00	8.00
Accrued through 8/15/2015	192.00	96.00	104.00	16.00
Used through 8/15/2015	-160.00	-8.00	-0.00	-16.00
Balance on 8/15/2015	400.00	264.00	104.00	8.00
Lost if not taken by 8/15/2015	16.00	n/a	n/a	n/a

[Display summary in days](#)
[Display summary thru the selected date](#)

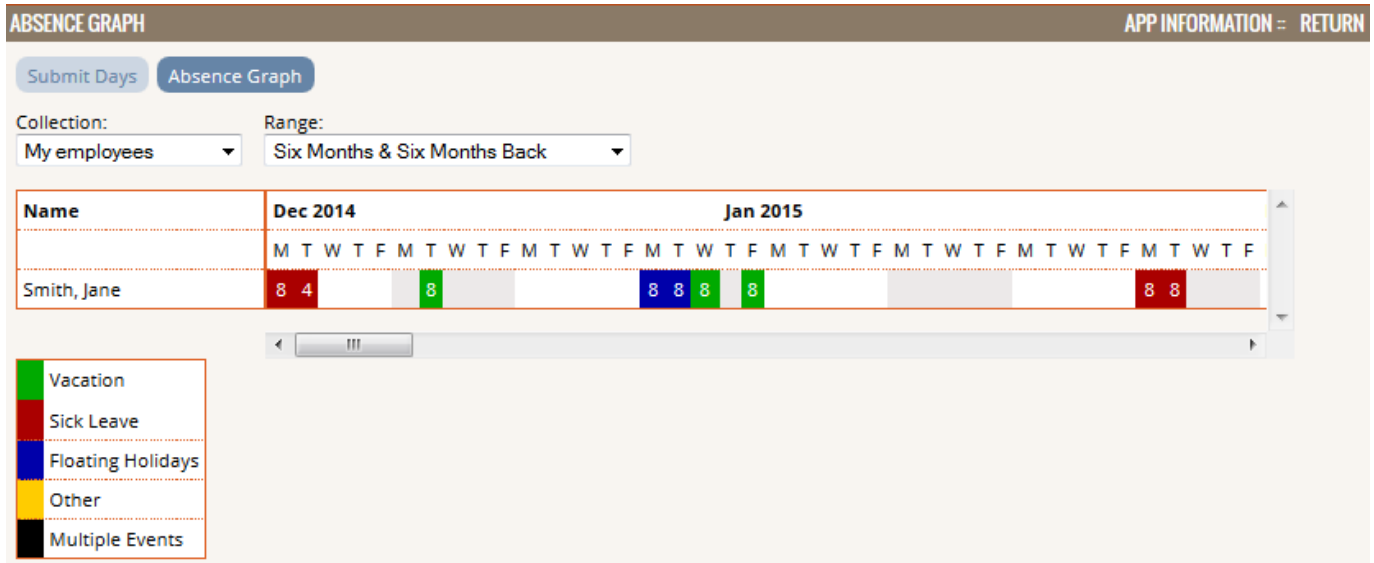
Reporting Activity for period ending 8/15/2015:

Approved entries must be cancelled by your supervisor.

Date	Hours	Type	Notes	Status	Approver X
11/13/2014	8	Floating		Approved	janedoe
12/29/2014	8	Floating	Reduced service day	Approved	janedoe
12/30/2014	8	Vacation	Reduced service day	Approved	janedoe

Absence Graph

This page allows you to view your time off requests, plotted in a graph format. Under the “collection” dropdown you can choose to view your absence graph, or if your manager has set this up for your department, you may be able to see the time off requests for your office or work group. This can assist an office manager ensure that critical functions aren’t left unattended. Under “range” there are several selections you may choose from the dropdown. Note the time off indicator key near the bottom of the page – so you can quickly view what types of time off requests you are viewing.



Getting Started – Manager View

If you set up your main portal page with the Vacation system module/portlet, you will automatically get a listing of requested days. You may choose to approve or deny from this page without going into the program itself. However, to delete a request, you must log into the program and follow the steps as outlined on the next page.

The screenshot shows the 'Engineering at Illinois' portal. The top navigation bar includes links for 'MY.ENGR', 'SHARED SERVICES', 'HR APPS', 'FINANCE APPS', 'FACILITIES APPS', 'ACADEMIC APPS', 'ADMINISTRATIVE APPS', and 'HELLO, BRAD!'. Below the navigation bar, there are two portlets. The 'VACATION SYSTEM' portlet is highlighted with a red box and contains a table with the following data:

Date	Hours	Type	Action
Jun 19	8.00	Vacation	A D

The 'NEWS FROM EXCITE' portlet displays 'Top Stories' with a timestamp of 'Jun 19, 10:21 AM (ET)'. The stories listed are: '- Shooting suspect feared 'blacks were taking over the world'', '- Some blacks feel fatigued after barrage of racial incidents', and '- World shocked at enduring racism, gun violence in US'.

Approve/Deny Requests

SUMMARY OF ALL EMPLOYEES					APP INFORMATION = RETURN		
Submit Days	My Employees	Absence Graph	All Employees	Usage Summary	Quarterly Reports	Quarterly Usage	Setup employees
Period Beginning August 2014							
Jane, Matthew (Inactive)	Vacation	Sick Leave	Comp Sick	Floating			
Balance Forward from 8/16/2014	14.55	27.27	0.00	16.00			
Total Accrued	192.00	96.00	0.00	16.00			
Total Used	-112.00	-24.00	0.00	-16.00			
Balance on 8/15/2015	94.54	99.27	0.00	16.00			
Balance on 8/16/2015	94.55	99.27	0.00	16.00			

To approve or deny requests click on the “My Employee” tab (see screenshot above). You will see a list of all employees for whom you are listed as approver. Click on the name of the employee to navigate to the Employee Details page where you will be able to approve/deny the pending leave usage requests. Denied requests allow the approver to enter an optional message for denial. This message will display in the “Note” column.

USER DETAILS								APP INFORMATION = RETURN
Submit Days	My Employees	Absence Graph	All Employees	Usage Summary	Quarterly Reports	Quarterly Usage	Setup employees	
Select Reporting Period Beginning August 2014								Go
Jane Doe								
Reporting Activity for period ending 8/15/2015:								
Date	Hours	Type	Notes	Date Submitted	Status	Approver	Action	Note
5/26/2015	8	Vacation		5/21/2015 11:41:12 AM	Approved	jonsmith	[X]	
5/27/2015	8	Vacation		5/21/2015 11:41:20 AM	Approved	jonsmith	[X]	
6/5/2015	8	Sick Leave		6/5/2015 7:07:55 AM	Pending		[A] [D] [X]	
Total Benefit Time Used (Hours):								
Vacation	Sick Leave	Floating Holidays						
0	0	0						
Submit an event on behalf of: <u>Jane Doe</u>								
Date	Type	Hours	Note					
6/9/2015	Vacation	8		Proxy Submit				
NOTE: Final reporting of proxy-submitted events is dependant upon confirmation by the employee on behalf of whom the event has been submitted.								

In the “Action” column you will see three options for each pending request.

- A - Approve
- D - Deny
- X - Delete

When you choose to delete, you will be asked to confirm or cancel.

Setup Employees tab

This form allows you to add new employees to the system. Enter the employee's NetID, balance, and appointment information using this form. This and other information can be modified after they've been added to the system with the "Add User" button.

Open the VSL program, click on the "Setup employees" tab. Your screen should look like this:

SETUP EMPLOYEES

Submit Days Absence Graph All Employees Usage Summary Quarterly Reports Quarterly Usage **Setup employees**

Select Existing User

Add New User ?

Username (NetID):

Initial Balances

Vac	Sick	Comp
0	0	0

Float

16

Starting Date

June 5 2015

Appointment Details

%FTE	Period
100	12 M

Unit

ENGF

VAC SICK SICN

Add User

Using the "Select Existing User" dropdown, choose an employee and you will see more setup options populate on the screen. Continue reading to review specific setup areas in detail.

Setup Employees (Sections A-E)

Select Existing User A

Add New User B
 Username (NetID):

Initial Balances C
 Vac Sick Comp
 0 0 0
 Float
 16

Starting Date D
 June 5 2015

Appointment Details E
 %FTE Period
 100 12 M
 Unit
 AE
 VAC SICK SICN
 Add User

John Doe (johndoe1 - 123456789) - ENGRIT

Approvers
 Smith, Jane (janesmith) X
 Approver's NetID: Add

Processing Unit
 ENGRIT
 Set Unit

Appointments

Date	%FTE	Prd	V	SK	SN	X
10/27/2014	100%	12	X	X	X	X

 Add New Appt:
 Start date: Jun 5 2015
 Accrual types:
 VAC
 SICK
 SICN
 Add Appointment

Starting Balances (Aug-16)

Year	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4
2014	0.00	0.00	0.00	16.00	L	L	L	L	U
2015	82.91	0.00	0.00	16.00	U	U	U	U	U
2016	274.91	96.00	0.00	16.00	U	U	U	U	U

Banner Balances (Aug-16 academic, Dec-31 civil svc)?

Year	Vac	Sick	Comp	R
2014	0.00	0.00	0.00	R
2015	0.00	0.00	0.00	R

Event summary (8/16/2014 - 8/15/2015)

Leave Type	Usage (hours)
Vacation	72
Sick Leave	88
Floating	16

Event detail (8/16/2014 - 8/15/2015)

Periodic Reporting
 Select required reporting dates:
 Q1 Q2 Q3 Q4

A – Select Existing User

This section allows you to select an existing user in order to edit the user settings.

B – Add New User

This section is where you begin to enter a new employee. It is important to note that you must enter the Network ID for the employee, not the employee's name, UIN, or email address.

C – Initial Balances

this section allows one field for each type of time off. For the “Sick” field, use the amount of accrued non-compensable SICK hours as of your selected Starting Date. For the Comp field, use accrued compensable sick leave (SICC).

Notes for entering Civil Service Employees:

Initial balances need not be entered. The default 0, 0, 0, 16 should be used.

D – Starting Date

This should be the date the employee started using the VSL application. For existing employees it is typically the start of an Academic Year. For new hires it is typically their employment starting date.

E – Appointment Details

In the “%FTE” box enter the percentage of full-time the employee will be working. This should be entered as a numeral. For example, a full-time employee would be 100. A half-time employee would be 50.

In the Period box, select the term over which benefits accrue; this will be either 9 months or 12 months.

In the “Unit” box, select the department for which you are entering this employee. Some managers may have permissions to enter employees for several departments.

Three leave accrual types are listed for which employees may qualify. Choose the benefit type(s) for the employee. VAC=vacation, SICK=non-compensable, accruable sick leave, SICN=non-compensable, non-accruable sick leave. When you are finished entering your information, click on “Add User”.

Notes for entering Civil Service Employees:

Make sure the VAC, SICK, and SICN check boxes are Unchecked. Note: Although EDW data is refreshed daily, Banner only updates after payroll, so accrued benefit balances won't change except once every two weeks.

Setup Employees (Sections F-H)

John Doe (johndoe1 - 123456789) - ENGRIT

F Approvers

Smith, Jane (jan smith) X

Approver's NetID: Add

G Starting Balances (Aug-16)

Year	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4
2014	0.00	0.00	0.00	16.00	L	L	L	L	U
2015	82.91	0.00	0.00	16.00	U	U	U	U	U
2016	274.91	96.00	0.00	16.00	U	U	U	U	U

Event summary (8/16/2014 - 8/15/2015)

Leave Type	Usage (hours)
Vacation	72
Sick Leave	88
Floating	16

Appointment Details

Date: 10/27/2014 %FTE: 100% Prd: 12 V: X SK: X SN: X X

Add New Appt: Start date: Jun 5 2015 %FTE: 100 Period: 12 Months Accrual types: VAC SICK SICN

H Periodic Reporting

Select required reporting dates: Q1 Q2 Q3 Q4

Send e-mail reminders when report is due: Yes Set Reporting Options

FMLA Status: None Set FMLA

Allow freeform time submission: No Set Freeform

Allow weekend submissions: No Set Weekends

F – Approvers

In this section you may enter anyone who approves time submitted by an employee. You may enter as many approvers as necessary. They must be entered one-at-a-time. Use the approver's NetID. Click on “Add”. Employees with no listed approvers will have their requests automatically recorded as “Approved.”

G - Appointments

This section allows you to specify details about an employee's appointment as well as enter appointment changes. The data you enter here is used to properly calculate benefit accruals. Should it be necessary, you can also delete listed appointments by clicking the “X” in the upper right corner of this table. The appointments are to be a sum of appointments as you cannot enter concurrent appointments into VSL separately. Once appointment is considered “effective” at a time for accrual calculations.

H - Periodic Reporting

Here you can specify that an employee must indicate that their submission(s) for a given period is complete and accurate. The quarters are defined as follows:

- Q1 - 8/16 to 11/15
- Q2 - 11/16 to 2/15
- Q3 - 2/16 to 5/15
- Q4 - 5/16 to 8/15

The ends of quarters 3 and 4 correspond to the required university reporting periods in May and August. Some units may wish to have their employees finalize only at the designated university reporting times. Others may want to have employees sign their benefit submissions every quarter. For faculty (generally 9 month appointees) you may wish to select only Q3.

Once you have set your options in this section, click on “Set Reporting Options”.

Additionally, you may optionally enable a reminder e-mail for each employee. This will be sent if there are any required reporting periods that have ended which have not been signed and submitted. This e-mail will be sent daily until the reporting period in question is submitted.

When a period with a required reporting box checked ends, users will see a summary table appear in the Vacation System portal showing a summary of benefits used during the period just ended (see figure below for portlet view). When logged into the application your page will resemble figure 4 on page 10.

AP Vacation System	
Available time (hours)	
Leave Type	Available Today
Vacation	124.80
Sick Leave	138.33
Floating	16.00
Holidays	
Report or request days off	
Reporting Period 8/16/2010 - 11/15/2010	
Leave Type	Period Usage
Vacation	0.00
Sick Leave	0.00
Floating	0.00
Holidays	
Other	0.00
I certify that I have not used any benefit time this reporting period.	
<input type="button" value="No Time Used"/>	
Click here to report additional usage of benefit time if necessary	
Finalize submissions for this period	

Figure 1

AP Vacation System	
Available time (hours)	
Leave Type	Available Today
Vacation	124.80
Sick Leave	138.33
Floating	16.00
Holidays	
Report or request days off	
Reporting Period 8/16/2010 - 11/15/2010	
Leave Type	Period Usage
Vacation	0.00
Sick Leave	0.00
Floating	0.00
Holidays	
Other	0.00
I certify that I have not used any benefit time this reporting period.	
<input type="button" value="No Time Used"/>	
Click here to report additional usage of benefit time if necessary	

Figure 2

AP Vacation System	
Available time (hours)	
Leave Type	Available Today
Vacation	108.80
Sick Leave	122.33
Floating	8.00
Holidays	
Report or request days off	
Reporting Period 8/16/2010 - 11/15/2010	
Leave Type	Period Usage
Vacation	8.00
Sick Leave	8.00
Floating	0.00
Holidays	
Other	4.00
I certify that my benefit time reported is true, correct, and complete.	
<input type="button" value="Finalize Period"/>	
Click here to report additional usage of benefit time if necessary	

Figure 3

When users click on the link, “Finalize submissions for this period”, they will be shown one of two buttons: No Time Used or Finalize Period. They also have the option to click and report additional time used before submitting. (Figures 2 and 3) **NOTE:** When an employee clicks one of these buttons, the reporting period is locked and no additional changes can be made. As manager, you can unlock these. This will be discussed later.

When a reporting period is finalized and submitted by an employee, an e-mail containing the detailed benefit time use is sent to the employee's listed approver(s) asking them to discuss any potential discrepancies with the employee and the HR office.

Figure 4

SUBMIT DAYS

Submit Days | My Employees | Absence Graph | All Employees | Usage Summary | Quarterly Reports | Quarterly Usage | Setup employees

June 2015

Type of day off:

- Vacation Day
- Sick Leave
- Floating Holiday
- Other

Amount of time off:

- Full Day
- Half Day

Note:

Summary of benefit time (days) available on 6/17/2015:

	Vacation	Sick Leave (Cumulative)	Sick Leave (Non-C)	Floating
Balance Forward from 8/16/2014	48.00	119.00	0.00	2.00
Accrued through 6/17/2015	20.18	10.09	10.93	0.00
Used through 6/17/2015	-18.00	-5.00	-0.00	-2.00
Balance on 6/17/2015	50.18	124.09	10.93	0.00
Lost if not taken by 8/15/2015	6.00	n/a	n/a	n/a

Reporting Period Signature Due

Period Dates	Vacation	Sick Leave	Floating	Other
8/16/2009 - 11/15/2009	4.00	3.50	0.00	0.00
8/16/2010 - 11/15/2010	0.50	1.00	0.00	9.00
8/16/2011 - 11/15/2011	2.50	1.00	0.00	0.00
8/16/2012 - 11/15/2012	2.50	3.00	0.00	0.00
8/16/2013 - 11/15/2013	6.00	1.00	0.00	0.00

Setup Employees (Sections I-M)

John Doe (johndoe1 - 123456789) - ENGRIT

Approvers
Smith, Jane (janesmith) X

Starting Balances (Aug-16)

Year	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4
2014	0.00	0.00	0.00	16.00	L	L	L	L	U
2015	82.91	0.00	0.00	16.00	U	U	U	U	U
2016	274.91	96.00	0.00	16.00	U	U	U	U	U

Event summary (8/16/2014 - 8/15/2015)

Leave Type	Usage (hours)
Vacation	72
Sick Leave	88
Floating	16

Banner Balances (Aug-16 academic, Dec-31 civil svc)?

Year	Vac	Sick	Comp	R
2014	0.00	0.00	0.00	R
2015	0.00	0.00	0.00	R

Appointment Details
Unit: AE

Periodic Reporting
Select required reporting dates:
 Q1 Q2 Q3 Q4

FMLA Status I
None

Allow freeform time submission J
No

Allow weekend submissions K
No

Balance Adjustment L
Date: 6/5/2015 Type: Vacation Hours: 8

Hide User M

I – FMLA Status

Set this to “Yes” to enable an option on the submit days page that allows employees to indicate that a given day is being submitted as part of an FMLA agreement. When finished, click on “Set FMLA”. Freeform (J) is also recommended for those currently approved for FMLA.

J – Allow Freeform Time Submission

By default, the system calculates the number of hours of benefit time to deduct for full and half day absences using a uniform five-day work week. However, some employees work non-uniform schedules. For example, a full-time employee may work four 10-hour days, or a 60% FTE may work three 8-hour days per week. In both instances the default calculations would result in the wrong amount of time being deducted from a balance. This option is ideal for Civil Service employees.

Given the variety of possible situations, it is impossible to create separate options for each. Instead, by allowing the freeform time submission, those users may submit the number of hours they are taking by entering a decimal number rather than a full or half day. To enable this option for an employee, choose “Yes” from the drop-down menu and then select “Set Freeform”.

Notes for entering Civil Service Employees:

For Non-exempt employees change the Allow Freeform Time Submission to “Yes”. This will allow for entering time to the nearest tenth of an hour.

K – Allow Weekend Submissions

By default the calendar that the employee sees for submitting days is M-F only. There are employees who work weekends as well. To enable those employees to see the whole week, select “yes” from the drop down and then hit “Set Weekend”.

L – Balance Adjustment

Use this section to deduct donations to the shared benefit pool or correct other discrepancies. When finished, click on Adjust.

M – Hide User

When an employee leaves your unit, at some point you will probably want to remove him/her from view within your vacation system. The “Hide User” button allows you to do this. By using this option, none of the benefit use, approvals, or appointment data is actually removed from the system. The user is just hidden from view.

Setup Employees (Sections N-P)

Add New User

Username (NetID):

Initial Balances

Vac: Sick: Comp:

Float:

Starting Date

June 9, 2015

Appointment Details

%FTE: Period: Unit:

Approvers

Approver's NetID:

Processing Unit

MRL

Appointments

Date	%FTE	Prd	V	SK	SN	X
8/16/2008	100%	12	X	X	X	X

Add New Appt:

Start date: Jun 9, 2015

%FTE: Period:

Accrual types: VAC SICK SICH

Starting Balances (Aug-16)

Year	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4
2008	384.00	248.03	0.00	16.00	L	L	L	L	L
2009	384.00	324.03	0.00	16.00	L	U	U	U	U
2010	276.00	400.03	0.00	16.00	U	U	U	U	U
2011	324.00	480.03	0.00	16.00	U	U	U	U	U
2012	276.00	552.03	0.00	16.00	U	U	U	U	U
2013	316.00	572.03	0.00	16.00	U	U	U	U	U
2014	336.00	640.03	0.00	16.00	U	U	U	U	U
2015	384.00	640.03	0.00	8.00	U	U	U	U	U
2016	384.00	736.03	0.00	16.00	U	U	U	U	U

Banner Balances (Aug-16 academic, Dec-31 civil svc)?

Year	Vac	Sick	Comp	R
2004	64.00	32.01	0.00	
2005	152.00	96.02	0.00	
2006	252.00	128.03	0.00	
2007	380.00	168.03	0.00	
2008	384.00	248.03	0.00	R

Event summary (8/16/2014 - 8/15/2015)

Leave Type	Usage (hours)
Vacation	112
Sick Leave	148
Floating	24

Event detail (8/16/2014 - 8/15/2015)

Date	Hours	Type	Notes	Status
10/3/2014	8.00	Vacation		A
10/10/2014	4.00	Vacation		A
10/29/2014	4.00	Vacation		A
12/22/2014	8.00	Vacation		A
12/23/2014	8.00	Vacation		A
12/26/2014	8.00	Floating		A
12/29/2014	8.00	Floating		A

N – Starting Balances (Aug-16)

In this section is displayed historical balances. The “L” and “U” stand for locked and unlocked. Each required quarter of reporting (Q1, Q2, Q3, and Q4) will lock automatically when an employee submits all required reporting for that period. You can change from locked to unlocked, or vice versa by clicking on the letter.

The “B” column allows you to lock or unlock starting balances for the academic year. Starting balances that aren't locked are automatically calculated using accruals based on appointment type, %FTE, and benefits use. The starting balance is automatically locked when an employee submits all required reporting periods for the previous academic year.

Clicking on a number in the year column allows you to select a year for display in the “Event Detail” section of the employee setup page. Each individual submission of benefit time for the selected year will be displayed.

Please note: If you need to correct an employee's starting balances, you can do so by re-entering them as if he/she were a new user. Just re-enter the employee with the same starting information and correct balances. Be certain to use the employee's NetID when updating starting balances.

O – Banner Balances (Aug-16)

This section shows the beginning-of-period balances as recorded in Banner or the Enterprise Data Warehouse (EDW). You can compare these with the balances displayed in the Starting Balances table. If you need to transfer the Banner numbers in the Starting Balances table for a given year, you may do so by clicking the “R” link on the row for the balances you want to import. Please note that floating holiday balances are not affected by this process as Banner does not track these days.

P – Event Detail

This section shows you a listing of requested time off. Here you will see each date requested, the number of hours, the type of request, notes, and status of the request. For the status you will see “P” for pending, “A” for approved, “D” for denied, or “U” for unconfirmed.

Reports

Usage Summary

This page was designed to handle University reporting requirements. It breaks down the total time off reported for each employee (for all quarters), and allows Banner submission for specific AY reporting periods. Note that you can only submit time to Banner for the AY appropriate for the current reporting period; the button will be disabled otherwise. Continue reading below for more specifics on the Banner submission process.

Submitting Time to Banner

In the screenshot below, you will notice that the right-most three columns have to deal with the submissions to Banner (PEALEAV) as we only submit approved leave. During an appropriate reporting period there will be checkboxes for employees not configured as Civil Service. If there are outstanding, pending/unconfirmed entries the summary will display an orange background, since the amount that we will submit does not match the amount requested.

When all (or any) employees are ready to be reported, simply check the box in their row, select the appropriate “Available Date” and “Change Reason” (located at the bottom of the page), and click the “Submit to Banner” button. Upon doing so, the interface will display a spinner while the submissions are going through, and come back with a green check if OK, or will display errors if there were any issues with the submission.

When this page loads during a reporting period, the system checks Banner to see if the values match what we show for usage in VSL. All employees should be submitted at least once during each reporting period, even if the numbers confirm a match. If someone’s leave has already been submitted, and now shows a yellow warning triangle, the values may have been updated and need to be re-submitted to update the values in Banner.

USAGE SUMMARY

Submit Days | My Employees | Absence Graph | All Employees | Usage Summary | Quarterly Reports | Quarterly Usage | Setup employees

Period Beginning: August 2014 | Period Length: All | Unit: All

The VSL-Banner submission process has been disabled for all but the AY appropriate for the current Reporting Period. (May16-Jun15 & Aug16-Sep15)

Name	NetID	Unit	8/16 - 5/15				5/16 - 8/15				Academic Year				Approved Leave thru 6/15		Banner
			Vacation	Sick	Floating	Other	Vacation	Sick	Floating	Other	Vacation	Sick	Floating	Other	Vacation	Sick	
	mbresin	MRL	-96.00	-16.00	-16.00	0.00	-24.00	-8.00	0.00	0.00	-120.00	-24.00	-16.00	0.00	-112.00	-24.00	<input type="checkbox"/>
	sburdin	MRL	-160.00	0.00	0.00	0.00	-16.00	0.00	-16.00	0.00	-176.00	0.00	-16.00	0.00	-168.00	0.00	<input type="checkbox"/>
	echaina2	MRL	-68.00	-16.00	-8.00	0.00	0.00	-12.00	0.00	0.00	-68.00	-28.00	-8.00	0.00	-68.00	-28.00	<input type="checkbox"/>
	cqchen	MRL	-52.00	-8.00	-16.00	-24.00	0.00	0.00	0.00	0.00	-52.00	-8.00	-16.00	-24.00	-52.00	-8.00	<input type="checkbox"/>
	adallas2	MRL	-56.00	-8.00	-16.00	0.00	-12.00	-4.00	0.00	0.00	-68.00	-12.00	-16.00	0.00	-68.00	-12.00	<input type="checkbox"/>
	jgaede	MRL	-140.00	-24.00	-16.00	0.00	-4.00	0.00	0.00	0.00	-144.00	-24.00	-16.00	0.00	-144.00	-24.00	<input type="checkbox"/>

Quarterly Reports

The Quarterly Reports page tracks periodic reporting that is due. Anyone who is required to report will display on this screen until they do so, and once the employee finalizes their period they will come off the list. This is a handy tool to track employees who have not reported. Note that you may copy and paste the information into excel.

Submit Days My Employees Absence Graph All Employees Usage Summary **Quarterly Reports** Quarterly Usage Setup employees

Period Beginning: August 2014 | Period Length: All | Unit: All

2014 - 2015 Due Quarterly Reports

Name	NetID	Unit	Q1	Q2	Q3	Q4
		PHYS			Pending	
		PHYS			Pending	
		PHYS	Submitted	Pending	Pending	Pending
		PHYS			Pending	
		PHYS	Submitted	Pending	Pending	Pending
		PHYS	Pending	Pending	Pending	Pending
		AE			Pending	Pending
		PHYS			Pending	
		PHYS	Pending	Pending	Pending	Pending
		PHYS			Pending	
		PHYS			Pending	
		PHYS			Pending	
		AE	Pending	Pending	Pending	Pending
		PHYS	Pending	Submitted	Submitted	Pending

Quarterly Usage

This report displays employees' information such as Unit, FTE status, start date, benefit totals at the start and end of each quarter. This report can be exported to excel, but keep in mind that it's broken out by quarter. Filtering options are available for changing period beginning, length and unit (for those who have multiple).

QUARTERLY USAGE SUMMARY APP INFORMATION = RETURN

Submit Days My Employees Absence Graph All Employees Usage Summary **Quarterly Usage** Setup employees

Period Beginning: August 2015 | Period Length: All | Unit: MRL | [Export to Excel](#)

Name	UIN	NetID	Unit	Total FTE	Period	VAC	SICK	SICN	Q1	Q2	Q3	Q4	Start Date	Beg VACA	Accr VACA	Q1 VACA	Q2 VACA	Q3 VACA	Q4 VACA	Total VACA	Current VACA	Beg SICK	Accr SICK	Q1 SICK	Q2 SICK	Q3 SICK	Q4 SICK	Total SICK	Current SICK	Beg SICC
			MRL	100%	12	X	X		na	na	na	na	5/5/2014	94.55	164.36	0.00	0.00	0.00	0.00	0.00	258.91	99.27	82.18	0.00	0.00	0.00	0.00	0.00	181.45	0.00
			MRL	100%	12	X	X	X	na	na	na	na	6/3/2013	259.30	164.36	0.00	0.00	0.00	0.00	0.00	423.66	40.19	54.37	0.00	0.00	0.00	0.00	0.00	94.56	0.00
			MRL	100%	12	X	X	X	na	na	na	na	6/2/2014	179.24	164.36	0.00	0.00	0.00	0.00	0.00	343.60	111.62	82.18	0.00	0.00	0.00	0.00	0.00	193.80	0.00
			MRL	100%	12	X	X	X	na	na	na	na	8/16/2014	381.09	164.36	0.00	0.00	0.00	0.00	0.00	545.45	270.55	82.18	0.00	0.00	0.00	0.00	0.00	352.73	0.00
			MRL	100%	12	X	X		na	na	na	na	2/16/2014	294.00	164.36	0.00	0.00	0.00	0.00	0.00	458.36	1,055.00	82.18	0.00	0.00	0.00	0.00	0.00	1,137.18	0.00