VACATION & SICK LEAVE (VSL) APPLICATION SUPERVISOR USER GUIDE (ACADEMIC EMPLOYEES)

Application Information

The Vacation & Sick Leave (VSL) application is used to manage University leave benefits for academic and exempt civil service employees. The primary functions are tracking the request/approval process and maintaining vacation and sick leave balance information.

Logging In

Supervisors access the application through the my.dot portal (https://my.**yourportal**.illinois.edu, **replacing the "yourportal" with department/unit portal information, for example: https://my.engr.illinois.edu)**.

Supervisors access the application by clicking on the Vacation/Sick Leave Reporting link under the HR dropdown and log in with their NetID and Active Directory password.

If there is not a link listed under the HR dropdown, supervisors may go directly to the application by typing the following URL into a browser http://my.**yourportal**.illinois.edu/vacation, **replacing "yourportal" with the department/unit portal information, example: https://my.engr.illinois.edu/vacation.**

If a permission denied error is received, supervisors should contact the unit HR contact for assistance.

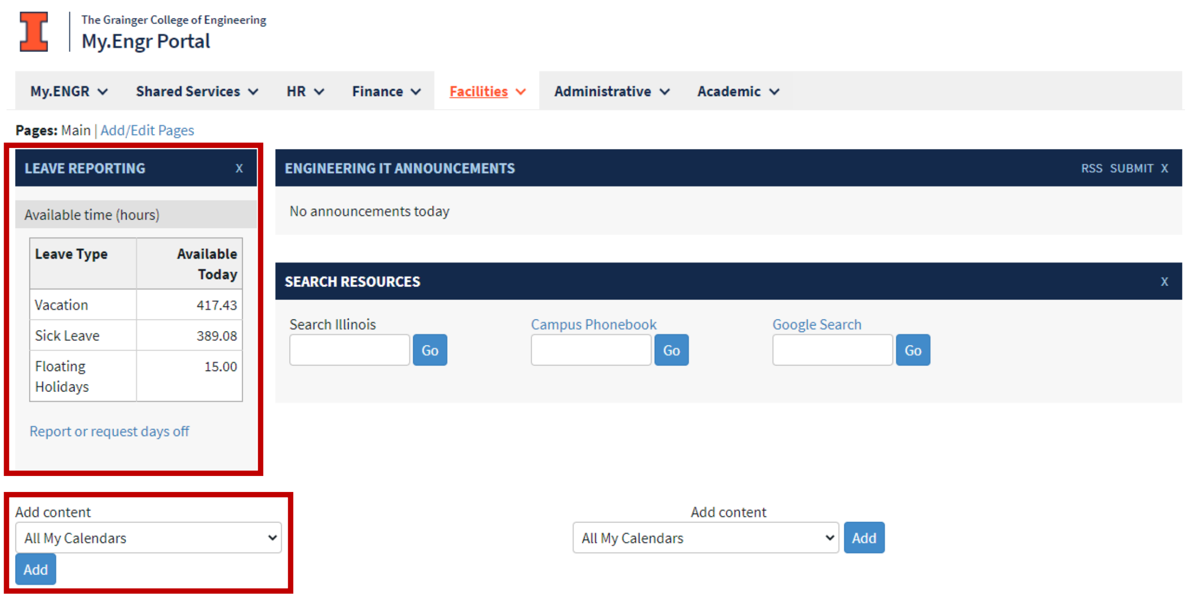
Training Videos

Please visit the Vacation and Sick Leave (VSL) Application Training Video Media Space Channel for additional training resources.

https://mediaspace.illinois.edu/channel/Vacation+and+Sick+Leave+%28VSL%29+Application+Training+Videos/234703132/subscribe

Leave Reporting Module/Portlet

Supervisors may also access the application through the Leave Reporting module/portlet on the my.dot portal homepage. The Leave Reporting module/portlet can be added to the homepage by using the "Add Content" dropdown at the bottom of the main page.



The Leave Reporting module/portlet allows supervisors to view and approve multiple leave events by employees directly from the home page without logging into the application (see screenshots below). Supervisors may bulk approve or deny leave from the module/portlet by clicking the A or D next to the employee's name. However, to delete an event or view notes associated with events, supervisors must log into the application and follow the steps as outlined on the next page. Bulk approving is not an option within the application.

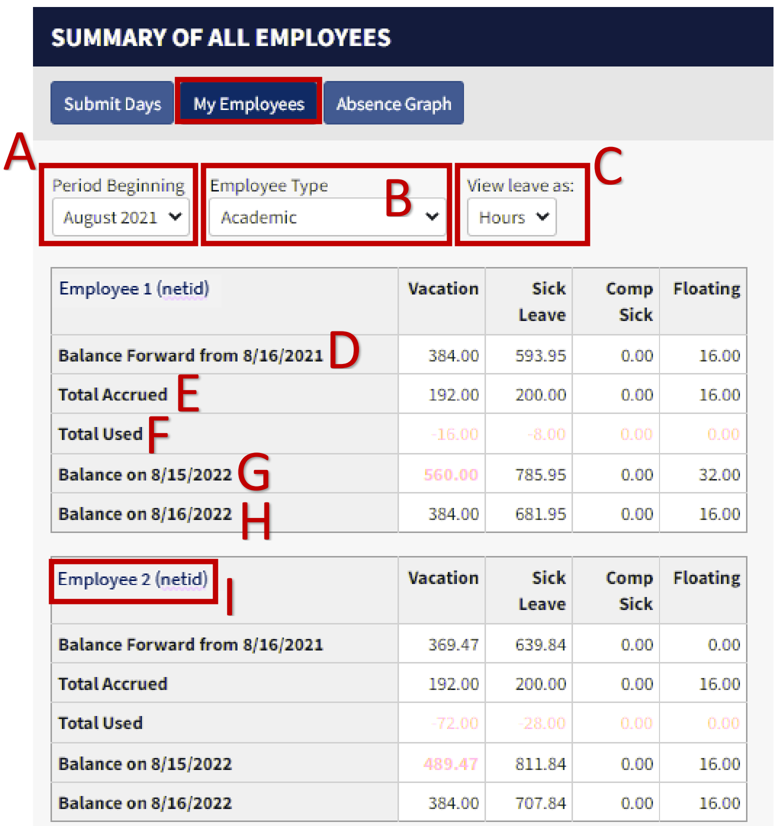
Supervisor View

Summary of All Employees Tab

After logging in, supervisors may review employee leave requests by clicking on the “My Employees” tab (see screenshot below).

Viewing Employee Leave Balances

Supervisors will see a list of their employees and their associated leave balances on the Summary of All Employees page. Click on the name of the employee to navigate to the User Details page to approve/deny the pending leave requests.



Employee 1 (netid)	Vacation	Sick Leave	Comp Sick	Floating
Balance Forward from 8/16/2021	384.00	593.95	0.00	16.00
Total Accrued	192.00	200.00	0.00	16.00
Total Used	-16.00	-8.00	0.00	0.00
Balance on 8/15/2022	560.00	785.95	0.00	32.00
Balance on 8/16/2022	384.00	681.95	0.00	16.00

Employee 2 (netid)	Vacation	Sick Leave	Comp Sick	Floating
Balance Forward from 8/16/2021	369.47	639.84	0.00	0.00
Total Accrued	192.00	200.00	0.00	16.00
Total Used	-72.00	-28.00	0.00	0.00
Balance on 8/15/2022	489.47	811.84	0.00	16.00
Balance on 8/16/2022	384.00	707.84	0.00	16.00

A. **Period Beginning:** Choose the reporting period you wish to view from the dropdown. Reporting periods begin in August each year. The specific dates for the reporting period are shown in the Employee Detail Section (See D, G & H below for additional information).
    a. **Please note:** When new reporting periods open in August, the Period Beginning filter will automatically default to the new reporting period for the next year. If you are expecting to see the previous reporting period’s usage, please ensure the Period Beginning filter is set to the previous year.
B. **Employee Type:** Select an employee group to view.
C. **View leave as:** Select to view leave as hours or days.
D. **Balance Forward from 08/16/2021:** Shows the beginning balances for the reporting period.

E. **Total Accrued:** Shows the total amount of leave the employee accrued for the reporting period.
F. **Total Used:** Shows the total amount of leave the employee has used/requested for the reporting period.
G. **Balance on 08/15/2022:** Shows the amount of leave the employee will have at the end of the reporting period based on beginning balance, accruals, and current reported usage. If the Vacation balance is highlighted in red, that indicates the employee is over the maximum rollover threshold and will lose leave time if it is not used by the "Balance on" date.
H. **Balance on 08/16/2022:** Shows the amount of leave the employee will have at the beginning of the next reporting period.
I. **Navigating the Employee Detail Screen:** Click on the name of the employee to navigate to the User Details page to approve/deny the pending leave requests.

User Details

The User Details screen displays individual leave events submitted by an employee. Supervisors may view leave details and approve or deny leave requests from this screen. Supervisors may also submit leave on behalf of an employee from this screen. Additional details of each feature are outlined in Figure 2 on the next page.

Figure 1: User Details screen with no leave events submitted:

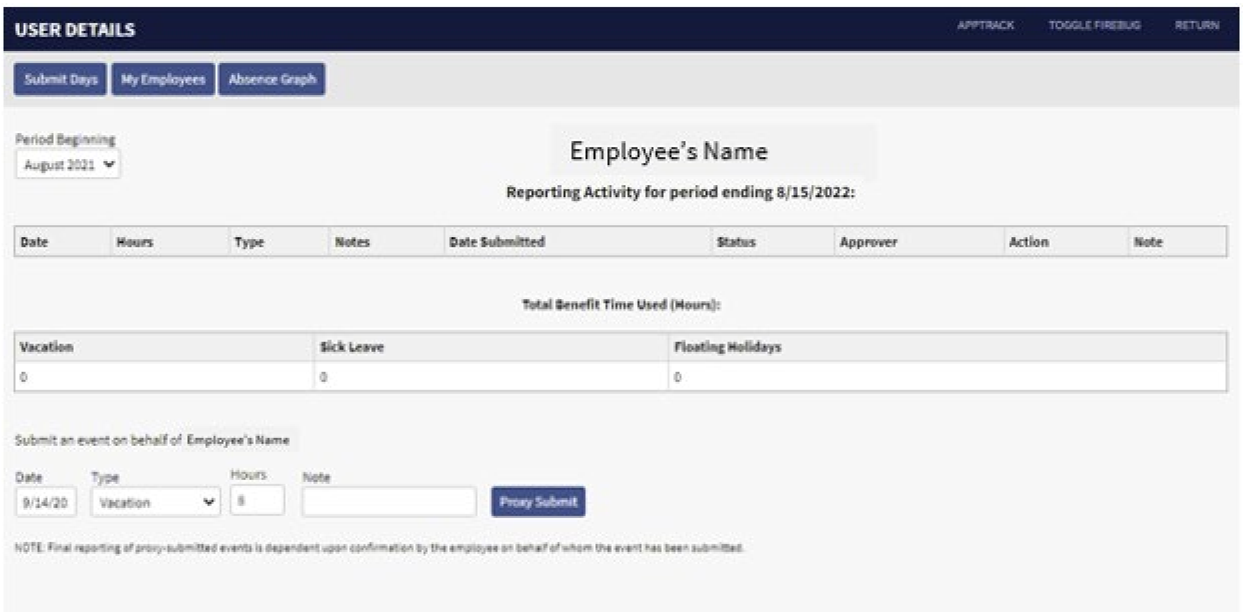
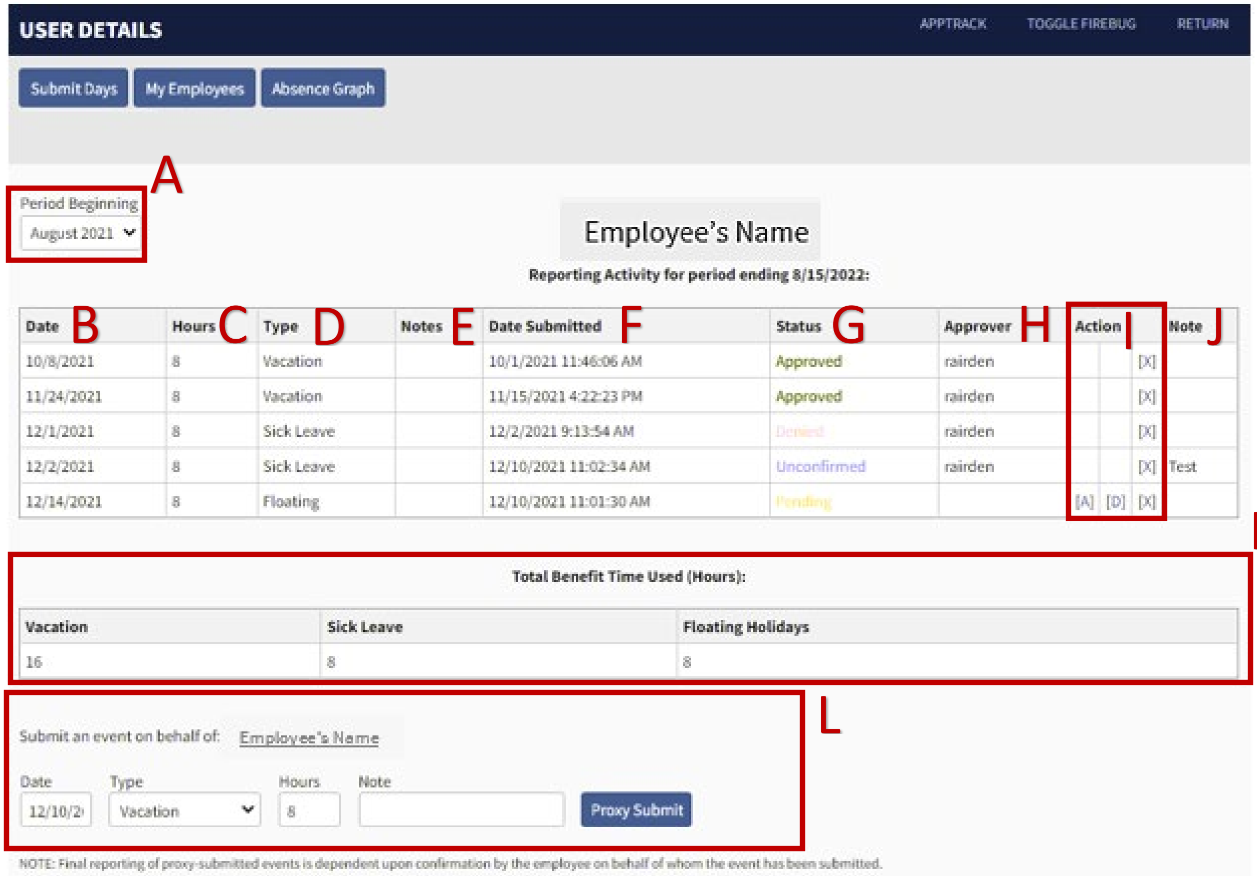


Figure 2: User Details screen with multiple leave events submitted:



- **A.** **Period Beginning**: Choose the reporting period you wish to view from the dropdown, like the Summary of All Employees page.
- **B.** **Date:** Indicates the date of the leave event being requested.
- **C.** **Hours:** Indicates how many hours are being requested for the leave event.
- **D.** **Type:** Indicates the type of leave. "Other" leave will have an additional note indicated in the Notes column.
- **E.** **Notes:** As mentioned above, if an "Other" leave type is selected a note will appear in the Notes column.
- **F.** **Date Submitted:** Indicates the date the leave request was submitted.
- **G.** **Status Column:** There are four possible statuses for each pending request:
    - a) **Pending**: Leave request is pending supervisor action.
    - b) **Approved**: Leave request has been approved by the supervisor.
    - c) **Denied**: Leave request was denied by the supervisor.
    - d) **Unconfirmed**: Leave request was submitted on behalf of the employee by the supervisor and must be confirmed by the employee.
- **H.** **Approver:** Indicates who approved the request.
- **I.** **Action Column:** There are three options for each pending request:
    - a) A – Approve
    - b) D – Deny: Rather than denying an event, it is advisable to communicate directly with the employee to share the reason the event cannot be approved, make alternate arrangements, and delete the event.

c) X – Delete: When an event is deleted a note regarding the deletion will be required. a

J. **Note:** If an employee includes a note with the leave request, it will appear in the Note column.

K. **Total Benefit Time:** Summary of leave time requested/used.

L. **Submit for employee:** This section may be used by a supervisor to submit a leave request on behalf of the employee. As indicated in G above, leave events submitted on behalf of the employee will have a status of unconfirmed. Once the employee confirms the event, the status will change to Approved.

An employee may delete a leave request in Pending status. Once approved, leave requests must be deleted by the supervisor or HR contact.

Absence Graph

This page allows you to view leave requests plotted in a graph format. Under the "Collection" dropdown, you can choose to view your absence graph, or if this feature is turned on for your department, you may be able to view the time off requests for a specified work group. This feature can help to ensure critical functions aren't left unattended. Under "Range", there are several selections you may choose from the dropdown. This feature may be turned on by Engineering IT, please e-mail engrit-apps@illinois.edu for additional information.

Note the time off indicator key near the bottom of the page which allows you to quickly view what types of time leave request you are viewing.