

VACATION & SICK LEAVE (VSL) APPLICATION HR USER GUIDE (EXEMPT-CIVIL SERVICE)

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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 1) tracking the request/approval process and 2) maintaining vacation and sick leave balance information.

Logging In

HR contacts 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>).

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

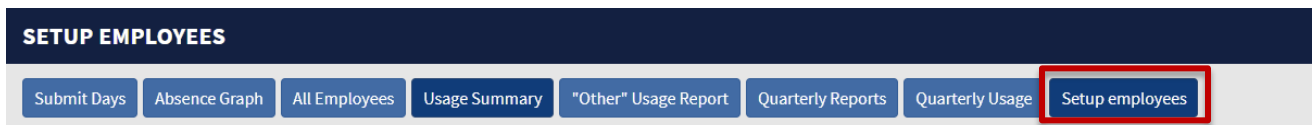


If there is not a link listed under the HR dropdown, you may go directly to the application by typing the following URL into a browser <http://my.yourportal.illinois.edu/vacation>, replacing “yourportal” with the department/unit portal information, example: <https://my.engr.illinois.edu/vacation>.

If a permission denied error is received, please contact engrit-apps@illinois.edu for assistance.

Setup Employees

The “Setup Employees” tab is the main HR setup page in the VSL application. HR contacts will utilize this page to add new users and modify existing user records.



Add New User (New to the University)

Use the Add New User section to add an employee that is new to the University.

 A screenshot of the 'Add New User' form in the VSL application. The form is titled 'Add New User' and has a question mark icon. It contains several sections:

- Select Existing User:** A dropdown menu.
- Add New User:** A section with a question mark icon.
- Username (NetID):** A text input field labeled with a red 'A'.
- Initial Balances:** A section labeled with a red 'B' containing three input fields for 'Vac', 'Sick', and 'Comp', each with a '0' value.
- Float:** An empty input field.
- Employee Group:** A dropdown menu labeled with a red 'C'.
- Starting Date:** A date picker labeled with a red 'D', showing 'September 17, 2021'.
- Appointment Details:** A section labeled with a red 'E' containing a '%FTE' input field with '100' and a 'Period' dropdown menu with '12 Months'.
- Unit:** A dropdown menu with 'AE' selected.
- Checkboxes:** Three checked checkboxes for 'VAC', 'SICK', and 'SICN', and one unchecked checkbox for 'FLSA salaried, non-exempt'.
- Add User:** A blue button labeled with a red 'F'.

A – Username (NetID): Enter the employee’s NetID.

B – Initial Balances: Starting balances for an employee new to the University should be set to 0. The floating holiday initial balance will populate when you choose an employee group.

C – Employee Group: When you choose the appropriate employee group, the application will populate the initial balances for floating holiday and automatically select the accrual types in the Appointment Details section.

D – Starting Date: The starting date field drives leave accruals. Ensure you are entering the correct start date for new employees. **Do not use a start date prior to 08/22/2021 for Exempt Civil Service employees.**

E – Appointment Details:

%FTE: Enter the position FTE. This should be entered as a numeral (no decimal). For example, a full-time employee would be 100. A half-time employee would be 50. Ensure the FTE entered here matches Banner.

Period: Select the service basis over which benefits accrue; this could be 9, 10 or 12 months.

Unit: Select the hiring unit. Some HR contacts may have permission to add employees for several departments.

Accrual Types: Three leave accrual types are listed: VAC=vacation, SICK=non-compensable, accruable sick leave, SICN=non-compensable, non-accruable sick leave. These are pre-populated based on the employee group selected but may be changed, if necessary.

F – Add User: When you are finished entering the information, click “Add User” to create the employee’s record.

Please follow the steps below to complete setup once the employee's record is created.

Please note: The message below in red may be displayed when setting up a new employee. If the NetID was entered properly, the message indicates the employee hasn't logged into the my.dot portal yet. Once the employee logs in for the first time, the message will no longer be displayed and their name will appear in the header next to the unit.

(newtouniversity) - AE ?

NetID was not found. Either the NetID was entered incorrectly, or user's information will update automatically when user first logs into the portal. Please verify the NetID and make certain the employee was entered correctly.

Approvers ?

Approver's NetID **A**

Add

Processing Unit **B** ?

AE ▼

Set Unit

Appointments **C** ?

Civil Service Exempt (75Hr/Pay)

Date	%FTE	Prd	V	SK	SN	X
8/22/2021	100%	12	X	X	X	X

Add New Appt:

Employee Group

Start date

Do Not Use

Actual types VAC SICK SICN

%

100% 12 Months

Add Appointment

Periodic Reporting **D** ?

Select required reporting dates:

Q1 Q2 Q3 Q4

Send e-mail reminders when report is due:

No Set Reporting Options

Starting Balances **E** ?

Date	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4
8/22/2021	0.00	0.00	0.00	15.00	L	U	U	U	U
8/21/2022	187.72	90.22	0.00	15.00	U	U	U	U	U
8/20/2023	375.00	180.44	0.00	15.00	U	U	U	U	U

Admin Activity Log

Event detail (8/22/2021 - 8/20/2022) **F**

Date	Hours	Type	Notes	Status
------	-------	------	-------	--------

A – Approver's NetID: Enter the approver's NetID. You may enter multiple leave approvers, if necessary. Employees without an approver will be unable to access the application until an approver is added.

B – Processing Unit: Verify the employee was added to the correct unit. If changes are necessary, you may choose a different unit from the dropdown and click Set Unit. It is important to review the processing unit during setup as HR contacts may have access to multiple units.

C – Appointments: Verify the appointment was setup correctly. If changes are necessary, re-add the employee by using the Add New User box instead of the "Add New Appt" section. (See "Modifying an Existing Record" section for more information).

D – Periodic Reporting: Utilize the quarterly checkbox(es) to require employees to confirm the accuracy of their leave entries for a given quarter and set e-mail reminders. See Appendix for additional information related to the "Periodic Reporting" functionality.

E – Starting Balances: This section displays the starting balances as of the date specified. Starting balances for employees new to the University should always be 0. Starting balances should match the starting balances in PEALEAV for the reporting year. You may also manage the quarterly reporting settings in this section. See Appendix for additional information on the "Starting Balances" section.

F – Event detail: This section displays a list of leave requests submitted by the employee for the corresponding reporting year. It will display each leave event, number of hours, type of request, notes, and status of the request.

Helpful Hints: Each header contains a question mark symbol that users may access for additional information about that section.

Modify an Existing Record:

This section includes different scenarios where modifying a record may be necessary and instructions on making the changes.

Modify a Start Date (New to the University)

Select employee from the Select Existing User dropdown to begin modifying the record. If the start date was entered incorrectly during setup, follow the steps below to correct the record.

(newtouniversity) - ENGRSS ?

NetID was not found. Either the NetID was entered incorrectly, or user's information will update automatically when user first logs into the portal. Please verify the NetID and make certain the employee was entered correctly.

A – Username (NetID): Enter the employee's NetID in the Add New User section.

B – Initial Balances: Re-enter starting balances as 0. The floating holiday initial balance will populate when you choose an employee group.

C – Employee Group: Re-select appropriate employee group.

D – Starting Date: Enter correct start date. The start date is used to calculate accruals; therefore, it is extremely important the correct start date is used. **Do not use a start date prior to 08/22/2021 for Exempt Civil Service employees.**

E – Appointment Details: Re-enter appointment details based on the job in Banner.

F – Add User: When you are finished re-entering the information, click "Add User" to update the employee's record.

Once an employee record has been accurately created in VSL, the start date should NOT be changed unless changing employee groups or FTE. **Do NOT add a new start date when hiring an existing University of Illinois employee when the e-class is the same as the previous position.**

Modify Starting Balances

Select employee from the Select Existing User dropdown to begin modifying the record. If the beginning balances are incorrect in the Starting Balances box, follow the steps below to update the balances in the record.

SETUP EMPLOYEES

Submit Days
My Employees
Absence Graph
All Employees
Usage Summary
"Other" Usage Report
Quarterly Reports
Quarterly Usage
Setup employees

Select Existing User
employee1

Add New User ?

Username (NetID): **A**
employee1

Initial Balances **B**

Vac	Sick	Comp
375	387.2	0

Float
15

Employee Group **C**
Civil Service Exempt (75Hr/Pay)

Starting Date **D**
August 22 2021

Appointment Details **E**

%FTE	Period
100	12 Months

Unit
ENGRSS

VAC SICK SICN

FLSA salaried, non-exempt

Add User **F**

(employee1) - ENGRSS ?

NetID was not found. Either the NetID was entered incorrectly, or user's information will update automatically when user first logs into the portal. Please verify the NetID and make certain the employee was entered correctly.

Starting Balances ?										
Date	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4	
8/22/2021	0.00	387.25	0.00	15.00	L	U	U	U	U	
8/21/2022	187.72	477.47	0.00	15.00	U	U	U	U	U	
8/20/2023	375.00	567.69	0.00	15.00	U	U	U	U	U	

Admin Activity Log

Event detail (8/22/2021 - 8/20/2022)					
Date	Hours	Type	Notes	Status	

A – Username (NetID): Enter the employee’s NetID in the Add New User section.

B – Initial Balances: Re-enter starting balances. Starting Balances should match the “Total Begin Balance” column in PEALEAV.

C – Employee Group: Re-select appropriate employee group.

D – Starting Date: The start date is used to calculate accruals; therefore, it is extremely important the correct start date is used. Use a start date of **08/22/2021 for employees imported as part of the Exempt CS VSL project. Do NOT use a start date prior to 08/22/2021 for Exempt Civil Service employees.**

E – Appointment Details: Re-enter appointment details based on the job in Banner.

F – Add User: When you are finished re-entering the information, click “Add User” to update the employee’s record.

Once you click Add User button, the balances in the Starting Balances box will reflect the new initial balances.

Starting Balances ?										
Date	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4	
8/22/2021	375.00	387.25	0.00	15.00	L	U	U	U	U	
8/21/2022	375.00	477.47	0.00	15.00	U	U	U	U	U	
8/20/2023	375.00	567.69	0.00	15.00	U	U	U	U	U	

Modify an FTE (including Unpaid Leave of Absence)

Select employee from the Select Existing User dropdown to begin modifying the record and follow the steps below to modify the FTE in the record.

SETUP EMPLOYEES

Submit Days
My Employees
Absence Graph
All Employees
Usage Summary
"Other" Usage Report
Quarterly Reports
Quarterly Usage
Setup employees

Select Existing User
 employee1

Add New User ?
 Username (NetID): **A**

 Initial Balances **B**

Vac	Sick	Comp
<input type="text" value="375"/>	<input type="text" value="387.2"/>	<input type="text" value="0"/>

 Float

 Employee Group **C**

 Starting Date **D**
 November 28 2021

 Appointment Details **E**
 %FTE: Period: 12 Months
 Unit:
 VAC SICK SICN
 FLSA salaried, non-exempt
 F

(employee1) - ENGRSS ?

NetID was not found. Either the NetID was entered incorrectly, or user's information will update automatically when user first logs into the portal. Please verify the NetID and make certain the employee was entered correctly.

Date	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4
8/22/2021	375.00	387.25	0.00	15.00	L	U	U	U	U
8/21/2022	375.00	477.47	0.00	15.00	U	U	U	U	U
8/20/2023	375.00	567.69	0.00	15.00	U	U	U	U	U

Admin Activity Log

Event detail (8/22/2021 - 8/20/2022)

Date	Hours	Type	Notes	Status
------	-------	------	-------	--------

Approvers ?

Approver's NetID

Processing Unit ?

ENGRSS

Appointments ?

Date	%FTE	Prd	V	SK	SN	X
8/22/2021	100%	12	X	X	X	X

Do Not Use

Add New Appt:

Employee Group

Start date Accrual types: VAC SICK SICN

%FTE: Period: 12 Months

Periodic Reporting ?

Select required reporting dates:

Q1 Q2 Q3 Q4

Send e-mail reminders when report is due:

A – Username (NetID): Enter the employee’s NetID in the Add New User section.

B – Initial Balances: Enter the starting balances for the applicable reporting year. Starting Balances should match the “Total Begin Balance” column in PEALEAV.

C – Employee Group: Select appropriate employee group.

D – Starting Date: The start date is used to calculate accruals; therefore, you should enter the date the FTE change is effective.

E – Appointment Details:

%FTE: Enter the new FTE. To start an unpaid leave of absence, enter 0.

Period: Select the service basis over which benefits accrue; this could be 9, 10 or 12 months.

Unit: Verify Unit is correct.

Accrual Types: Leave the accrual types checked as appropriate for the e-class.

F – Add User: When you are finished updating the FTE, click “Add User” to update the employee’s record.

Verify Balances and Accruals

Vacation Accruals Based on Years of Service: The following employees earn vacation leave at the rate shown below in Schedule B based on their years of service:

- Civil Service Exempt employees – Defined as employees who are expected to perform the work required by their position without a fixed schedule of hours and receive no overtime compensation.
- Civil Service Professional employees – As defined under the Fair Labor Standards Act and who are required to work a fixed shift

Schedule B									
Years of Service Completed									
				75Hr/Pay			80Hr/Pay		
At Least	Not More Than	Rates Earned Per Hour of Pay-Status Service (Exclusive of Overtime)	Approximate Leave Earned in One Year (Days)	Leave Earned per Pay Period (Hours)	Leave Earned in One Year (Hours)	Yearly Rollover Maximum (Hours)	Leave Earned per Pay Period (Hours)	Leave Earned in One Year (Hours)	Yearly Rollover Maximum (Hours)
0	3	.0962	25	7.22	187.72	375	7.70	200.20	400
3	6	.1000	26	7.50	195	390	8.00	208	416
6	9	.1038	27	7.79	202.54	405	8.30	215.80	432
9	-	.1077	28	8.08	210.08	420	8.62	224.12	448

Example: An employee with an adjusted service date of 08/25/2019 (2 years of service) accrues vacation at a rate of .0962 per hour in pay status. If the employee is a 75hr/pay employee, they will accrue 7.22 hours per pay period ($75 \times .0962 = 7.215$ rounded to 7.22) and 187.72 per year (7.22×26 pay periods, BW19 thru BW18 annually).

Sick Leave Accruals

SICK (Accruable Sick Leave) = Approximately 12 Days, 90.22 hours (3.47 hours * 26 pay periods)

SICN (Non-Accruable Sick Leave) = 13 Days, 97.50 hours (3.75 hours * 26 pay periods)

Yearly Rollover Maximums

Civil Service Exempt employees can rollover a maximum of two years of vacation accruals. Any vacation leave over the maximum will be lost if not used within the reporting year.

Example: The above employee is allowed to roll over 375 vacation hours/50 days each year. If the employee has a balance of 405 vacation hours at the end of BW18, they will lose 30 hours of leave for the reporting year. Thus, their beginning balance for the new reporting year (starting in BW19), will be 375 hours.

Accrual Increases Based on Anniversary Date

When an employee's accrual rate and rollover maximums increase due to years of service (based on the Adjusted Service Date in Banner), the effective date of the rate change/increase is the beginning of the pay period in which the anniversary date is met.

Example: The above employee will achieve 3 years of service on 08/25/2022, therefore the accrual rate and rollover maximums will increase effective 08/21/2022, the beginning of 2022 BW19.

All Employees Tab

You may view and verify beginning balances, accruals and usage for a given reporting year on the All Employees page.

SUMMARY OF ALL EMPLOYEES

Submit Days
My Employees
Absence Graph
All Employees
Usage Summary
"Other" Usage Report
Quarterly Reports
Quarterly Usage
Setup employees

A
 Period Beginning
 August 2021

B
 Employee Type
 Civil Service Exempt

Period Length
 All

Unit
 All

Show Event Detail
 Off

2021 - 2022
 Vacation/Sick Leave Benefits Report

		C	D	E	F		
Name		August 2021 Balance	Earned	Used	August 2022 Balance	Total Sick Days Used	Number Months Employed
G Employee	Vacation	363.90	202.54	0.00	566.44	0.00	81
	Accruable Sick Leave	151.74	90.22	0.00	241.96		
	Non Accruable Sick Leave	n/a	97.50	0.00	n/a		
	Compensable Sick Leave	0.00	0.00	0.00	0.00		
	Floating Holidays	15.00	15.00	0.00	15.00		
	Appointment Details	12/16/2014 - 100.00% 8/22/2021 - 100.00%					

- 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. If you are expecting to see the previous reporting period's information, please ensure the Period Beginning filter is set to the previous year.
- B. Employee Type:** Select an employee group to view.
- C. August 2021 Balance:** Displays the beginning balances for the reporting year. This should match the "Total Begin Balance" in PEALEAV after BW19 calc each year.
- D. Earned:** Displays the total amount of leave the employee accrued for the reporting year. This should match the "Total Accrued" column in PEALEAV after BW18 calc each year.
- E. Used:** Displays the total amount of leave the employee has requested/used for the reporting year.
- F. August 2022 Balance:** Displays the amount of leave the employee will have at the end of the reporting year 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 end of BW18(the end of the reporting year).
- G. Navigating to the Employee Detail Screen:** Click on the name of the employee to navigate to the User Details page where you can view leave usage requests.

Transfer an Employee from One Unit to Another

Transferring records within VSL is possible when both units use VSL. The transfer should be initiated by the current unit.

The current unit should start the process by completing the following steps:

A Select Existing User: Select employee from the dropdown to begin the transfer.

B Event detail: Verify all usage reported in current unit has been approved by current supervisor and balances are correct in VSL and PEALEAV. **DO NOT** report usage in PEALEAV unless the transfer coincides with MAY or AUGUST reporting periods.

C Approvers: Remove current approver(s).

D Processing Unit: Select new unit from the Processing Unit dropdown and click "Set Unit" button.

Do Not Use

Date	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4
8/22/2021	375.00	387.25	0.00	15.00	L	U	U	U	U
8/21/2022	375.00	477.47	0.00	15.00	U	U	U	U	U
8/20/2023	375.00	567.69	0.00	15.00	U	U	U	U	U

Date	Hours	Type	Notes	Status

Name	Action
Pulleyblank, Brandi (bpulley)	X

Date	%FTE	Prd	V	SK	SN	X
8/22/2021	100%	12	X	X	X	X

Once the current unit has transferred the record, please notify the new unit HR contact and indicate the record has been transferred. If you are transferring a record in May prior to June calc or in August prior to September calc, include in your communication to the new unit whether you reported the usage in Banner or if they will need to transmit the leave usage.

The new unit HR contact should follow the steps on the next page to complete the transfer.

The new unit should follow these steps to complete the transfer:

A Select Existing User: Select employee from the dropdown to begin the transfer.

B Event detail/Starting Balances: Verify all usage reported in previous unit was approved by previous supervisor and starting balances in VSL match PEALEAV.

C Approvers: Add new approver(s).

D Appointments: Confirm the Appointments section details are correct for the new position. Do not add new appointment unless e-class or FTE has changed.

E Add New Appt: Should the Appointments section need updated, do not use the Add New Appt section. Instead, please refer to the "Modify an Existing Record" section for more information.

F Periodic Reporting: Review the Periodic Reporting section to ensure the settings are consistent with the new unit's business practices and requirements for the position.

Activate FMLA and/or VESSA

SETUP EMPLOYEES

Submit Days | My Employees | Absence Graph | All Employees | Usage Summary | "Other" Usage Report | Quarterly Reports | Quarterly Usage | **Setup employees**

Select Existing User

Select employee from the Select Existing User dropdown to set FMLA and/or VESSA submission.

FMLA Status ?
FMLA Set FMLA

Allow freemform time submission ?
Yes Set Freemform

VESSA Status ?
None Set VESSA

Activate FMLA and/or VESSA

Set FMLA status to "FMLA" and/or VESSA status to "VESSA" to enable that option on the Submit Days page. This allows employees to indicate leave that is being submitted as part of an FMLA and/or VESSA event. When finished, click "Set FMLA" and/or "Set VESSA". The "Allow freemform submission option" will automatically change to "Yes" once FMLA or VESSA is activated to allow for leave events to be submitted in 15-minute increments.

Set Freeform Time Submission

By default, the system calculates the number of hours of leave time to deduct for full and half-day absences using a uniform five-day work week. However, some employees work non-uniform schedules.

Given the variety of possible situations, freeform time submission, provides users with unique work schedules the ability to submit the appropriate number of hours for full and half-day absences based on their standard schedule.

SETUP EMPLOYEES

Submit Days
My Employees
Absence Graph
All Employees
Usage Summary
"Other" Usage Report
Quarterly Reports
Quarterly Usage
Setup employees

Select Existing User

Select employee from the Select Existing User dropdown to set freeform time submission.

Allow freeform time submission ?
Allow Freeform Time Submission

Yes ▾

Set Freeform

To enable this option for an employee, choose "Yes" from the drop-down menu and then select "Set Freeform".

Notes for entering Civil Service (Non-Exempt) Employees:
 For Non-exempt employees, changing the Allow Freeform Time Submission to "Yes" will allow for entering time to the nearest tenth of an hour.

Weekend Submissions

By default, the calendar on the Submit Days page displays Monday through Friday only.

SETUP EMPLOYEES

Submit Days
My Employees
Absence Graph
All Employees
Usage Summary
"Other" Usage Report
Quarterly Reports
Quarterly Usage
Setup employees

Select Existing User

Select employee from the Select Existing User dropdown to allow weekend submissions.

Allow weekend submissions
Allow Weekend Submissions

No ▾

Set Weekends

You may enable the calendar to show the entire week for employees that work weekends by selecting "yes" from the drop down and then clicking "Set Weekends".

Balance Adjustment

Use the balance adjustment section to deduct donations to the shared benefit pool, or correct balance discrepancies. You can also use this feature to change an existing submission from one benefit type to another on behalf of an employee.

For instance, if an employee has submitted a vacation day for 7.5 hours on a given date, you can switch that to a floating holiday by entering a balance adjustment for that same day with type set to Floating Holiday. Your adjustment will override the prior submission for that day and change it to a floating holiday.

Please note: Balance adjustments made through the Balance Adjustment form are automatically approved. It is important to include a note indicating the reason for balance adjustment.

SETUP EMPLOYEES

Submit Days
My Employees
Absence Graph
All Employees
Usage Summary
"Other" Usage Report
Quarterly Reports
Quarterly Usage
Setup employees

Select Existing User

Select employee from the Select Existing User dropdown to submit a balance adjustment.

Balance Adjustment ?

Balance Adjustment

Date	Type	Hours
9/20/2	Vacation	8

Enter date of balance adjustment, select type, the number of hours, add a note, and click the Adjust button.

Notes

Separate an Employee

When an employee separates from the University or transfers to a non-VSL unit and after the final leave usage reporting and payouts have occurred, you will need to remove the employee's record from the application to stop application generated reminders.

SETUP EMPLOYEES

Submit Days
My Employees
Absence Graph
All Employees
Usage Summary
"Other" Usage Report
Quarterly Reports
Quarterly Usage
Setup employees

Select Existing User

Select employee to separate from the Select Existing User dropdown.

Hide User ?

Hide User

Click the "Hide User" button at the bottom of the Setup employees screen to hide the employee's record. The leave usage, approvals, and appointment data remain in the application. You may view historical information by using the Add New User section to add the user back.

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 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 Non-Exempt. 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	
	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	
	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	
	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	
	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	
	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	

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, once the employee finalizes their period, they will be removed from 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	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	8/16/2008	176.00	164.36	0.00	0.00	0.00	0.00	0.00	340.36	1,638.03	82.18	0.00	0.00	0.00	0.00	0.00	1,720.21	570.00
			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	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

Appendix:

Periodic Reporting

You may utilize the quarterly checkbox(es) to require employees to confirm the accuracy of their leave entries for a given quarter.

The quarters are defined by the following date ranges for academic employees:

- 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 quarters are defined by the following date ranges for Civil Service exempt employees:

- Q1 – BW19 to BW24
- Q2 – BW25 to BW04
- Q3 – BW05 to BW10
- Q4 – BW11 to BW18

Please note that Quarters 3 and 4 correspond to the required university reporting periods in May and August, thus employees are required to report and confirm their leave usage for these two quarters. However, units may choose to collect leave usage for all 4 quarters. For faculty (generally 9-month appointees), you may wish to select only Q3.

At the end of each of the selected quarterly reporting period(s), users will see a summary table in the Leave Reporting portlet showing a summary of leave usage during that period. See Figure 1 at right.

After selecting the “Finalize submissions for this period” link, users will be asked to verify their submissions are complete and accurate. They may also amend their submissions, if necessary, before final submission.

When a reporting period is submitted, the period locks and additional changes to the reporting period cannot be made. In the calendar on the “Submit Days” page, the locked periods will appear with a light blue background and the form for submitting leave will be disabled. As a Vacation and Sick Leave application manager, you can unlock the quarters manually in the Starting Balances table on the [employee setup](#) page.

When a reporting period is submitted by an employee, an email containing the detailed leave time usage is sent to the employee's leave approver(s) asking them to discuss any potential discrepancies with the employee and the HR office.

You can set automatic employee reminder emails if there are required reporting periods that have ended which have not been submitted. This e-mail will be sent daily until the reporting period in question is submitted.

The screenshot shows a portlet titled "LEAVE REPORTING" with a close button (X). It contains two tables and a link.

Available time (hours)

Leave Type	Available Today
Vacation	396.52
Sick Leave	606.99
Floating Holidays	16.00

[Report or request days off](#)

Reporting Period 5/16/2021 - 8/15/2021

Leave Type	Period Usage
Vacation	128.00
Sick Leave	16.00
Floating Holidays	8.00
Other	0.00

[Finalize submissions for this period](#)

Figure 1: Reporting Period

Starting Balances

Starting Balances										?
Date	Vac	Sick	Comp	Float	B	Q1	Q2	Q3	Q4	
8/22/2021	375.00	387.25	0.00	15.00	L	U	U	U	U	
8/21/2022	375.00	477.47	0.00	15.00	U	U	U	U	U	
8/20/2023	375.00	567.69	0.00	15.00	U	U	U	U	U	

This section displays historical beginning-of-year balances for all years the employee has used the VSL application. 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 finalizes that period. You can lock or unlocked a quarter by clicking on “L” or “U”. If an employee finalizes a quarter then needs to make changes to a quarter, you must unlock the quarter to allow modifications.

The “B” column allows you to lock or unlock starting balances for the reporting year. Starting balances that aren't locked are automatically calculated using information in the VSL application (accruals based on appointment type and FTE, as well as leave usage). The starting balance is automatically locked when an employee submits all required reporting periods for the previous year. It is extremely important to remember that if you've done a manual adjustment to the starting balances rather than using the application calculated balances unlocking the B column will revert the balance back to the application generated calculations.

Occasionally, when adjusting balances or transferring records the initial balances inadvertently get set to zero. To correct this, you must Unlock the balance column for that year. You will do that in the Starting Balances section under the B column by clicking the L. Once it's unlocked, the balances will carry forward and then you need to relock the balances by clicking the U under the B column for that year.

Clicking on a date in the **Date** column allows you to display that reporting year in the Event Detail section. Submitted leave events 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 they were a new user in the **Add New User** form. Please see the “How to modify starting balances” section for more information.

Banner Balances

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.

Admin Activity Log

The Admin Activity Log displays all administrative activity along with events deleted by the employee, supervisor, and HR.