

## VIEWING VACATION ACCRUALS FOR EMPLOYEES UNDER YOUR SUPERVISION

Purpose: View vacation accruals and available vacation days/hours for employees under your supervision.

Audience: All Managers/supervisors

Note: This document assumes that you have successfully logged into Employee Self-Service online by going to **MY.NYIT.EDU**, then choosing **Employee Self-Service**.

### Steps to see vacation accruals and available vacation days/hours

1. To begin, start at the Self-Service Application Home Page and click on **NYIT Manager Self-Service**.

The screenshot displays the Oracle E-Business Suite Home page. The Navigator pane on the left contains a tree structure with the following items: NYIT Employee Self-Service, NYIT Manager Self-Service, Absence Management (circled in red), Time Entry, Time Approval, and Dashboard. A red arrow points from the text 'NYIT Manager Self-Service' in step 1 to the 'NYIT Manager Self-Service' folder in the Navigator. Another red arrow points from the text 'Absence Management' in step 2 to the 'Absence Management' item in the Navigator. The Worklist pane on the right shows a table with columns 'Type', 'Subject', and 'Sent', and a message 'There are no notifications in this view.'

2. Under **Absence Management**, you can view a list of your employees.

3. Select the employee's record you would like to view by clicking on the **Action** button next to his/her name.

#### Absence Management: People in Hierarchy


Focus Name	Assignment Number	Job	Department	Action
White, Snow				
Mouse, Mickey	14089	Official & Manager	Academic Affairs.Global Academic Programs	


4. Then click on **Entitlement Balances** to see vacation accruals and days/hours available. "Annual vacation days/hours" are the total hours accrued in a full year, "vacation accrued days/hours" have been accrued by a given date and "vacation available days/hours" have been accrued but have not used.


#### Absence Management

Absence Summary

Entitlement Balances

 **Hide Accrual Balances**

 **TIP** The accrual balances are as of: 20-Dec-2019.

 **TIP** Enter the date for which you wish to view Leave accruals.

Effective Date

<b>Annual Vac Days</b>	24	<b>Vac Accrued Days</b>	23	<b>Vac Available Days</b>	23
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5. You can also change the **Effective Date** to any date you wish to view "Vac Accrued Days/hrs" and Vac Available days/Hrs". After changing the effective date, click **Go** to see the balances for that date.

**Reminder: Timesheets MUST be submitted and approved each pay period to ensure the accuracy of these balances.**

#### Resources:

- Human Resources: contact hr@nyit.edu with questions about the vacation policy or instructions.
- Payroll: contact payroll@nyit.edu for specific balance issues or individual concerns about vacation time.
- Service Central: contact servicecentral@nyit.edu if you have trouble logging in to the self-service application.