Q1: Who does this new functionality apply to? (added 7/15/2016)
A1: This functionality applies to exempt staff (those paid on a salaried basis) and 12-month faculty.

Q2: How does vacation tracking work for nonexempt staff? (added 7/15/2016)
A2: Nonexempt staff (those paid on an hourly basis) will continue to have their vacation time tracked in the Kronos time reporting system.

Q3: When should I enter a vacation request? (added 7/15/2016)
A3: You should check with your supervisor/manager to see when you should enter the request.

Q4: I am thinking about taking a few days in a couple of months, but I am not sure if I will yet. Should I enter that now? (added 7/15/2016)
A4: If you enter the request and change your mind before the date arrives, you can delete the request.

Q5: Can I change a vacation request? (added 7/15/2016)
A5: As long as the date has not already passed, you can change or delete a request.

Q6: Can I delete a vacation request? (added 7/15/2016)
A6: An entry can be deleted if the approved vacation day(s) has not yet occurred. If the date is in the past, neither the employee nor the manager can delete the entry. The manager should send an email to benefits@rit.edu with a detailed request for the deletion.

Q7: I have to leave early one day. Should I create a vacation request? (added 7/15/2016)
A7: Vacation time for exempt employees is taken in full-day or half-day increments. If this time is for less than a half-day, you should not create a vacation request.

Q8: How will I know my vacation request was submitted? (added 7/15/2016)
A8: You will receive an email notification letting you know that the request was sent to your supervisor. You will also see the vacation request status in the My Vacation functionality.

Q9: How will I know if my supervisor took action for my vacation request? (added 7/15/2016)
A9: You will receive an email notification letting you know what action your supervisor took (e.g., approve, reject, etc.). You will also see the vacation request status in the My Vacation functionality.

Q10: I took a week of vacation and now I see a negative number. Why is that? (added 7/15/2016)
A10: RIT’s vacation benefit is an accrual plan. This means you earn 1/12 of your annual vacation each month. If you have taken more vacation time than you have earned, the amount will show as a negative. Future monthly accruals will offset this negative amount.

Q11: Why is the tracking done in hours and not days? (added 7/15/2016)
A11: While most exempt employees work an 8-hour day, 5 days a week (40-hour work week), there are exempt employees who do not (e.g., an employee who works 4 10-hour days). Using hours allows us to use the functionality for all exempt employees, regardless of schedule.
Q12: How is my monthly vacation accrual calculated? *(added 7/15/2016)*
A12: Vacation is accrued, or earned, on a monthly basis over the course of the fiscal year. You will find details about the vacation benefit in the Time Off Summary on the HR website.

Q13: My department has not used the Oracle vacation functionality because we have our own vacation tracking tool. Do I need to re-enter the entire year's vacation taken? *(added 5/5/2017)*
A13: Yes, in order for your remaining vacation to carry over to the 2017-2018 fiscal year. To make the process easier, you may want to consider having the employee enter the vacation as a block of time. For example, enter a start date of 7/1/2016 and an end date of 6/30/2017 and the total number of hours of vacation taken during that time. The one entry would then route to the supervisor for approval. NOTE: the employee may receive a warning message as explained in #14 below.

Q14: I received the following warning. What does it mean? *(updated 5/9/2017)*
A14: You probably entered your vacation time taken in a big block (e.g., July 1, 2016 through June 30, 2017). #1 is suggesting you verify the dates you entered since it is for a large block of time; you should verify the dates you entered are correct for your entry. #2 is because on July 1, 2016, you probably didn't have the number of hours you submitted. This is simply a warning message and will not stop you from submitting your vacation time taken. You can verify your total fiscal year hours on the Accrual Balances tab; on the Accrual Balances tab, click on “Show Accrual Balances” and enter 30-JUN-2017 for the effective date. You will then see your June 30 vacation balance.

Q15: Can I add dates of vacation taken retroactive to July 1, 2017? *(added 5/5/2017)*
A15: Yes.

Q16: My understanding was that this functionality was voluntary. Why do I need to make entries? *(added 5/5/2017)*
A16: In the past, exempt employees entered their carry-over amount in Oracle and it routed to the supervisor for approval. This year, instead of entering the carry-over amount, we are asking exempt employees to enter the vacation time taken, which will route to the supervisor for approval. The result will be the carry-over. To simply the process for those who have not used the functionality, you can do one entry for the entire year as explained above.

Q17: I just logged in and the number of hours of available vacation does not agree with my records. What is the difference? *(added 5/5/2017)*
A17: As of May 5, the Oracle functionality includes the carry-over from the prior fiscal year that you entered and your supervisor approved. In addition, it includes the monthly vacation accrual from July 1, 2016 through April 30, 2017. It does not include the May or June accruals; the May accrual will calculate May 15 and the June accrual will calculate June 15. You can change the as of date to June 30, 2017 (enter as 30-JUN-2017) and you will see your remaining vacation as of the end of the fiscal year.

Q18: What is the maximum carry-over for an exempt employee hired on January 3? *(added 5/5/2017)*
A18: This employee’s annual vacation is 3 weeks; for an employee scheduled for a 40-hour work week, this would be 15 days or 120 hours. This employee has pro-rated vacation of 7.5 days or 60 hours of vacation for the current fiscal year. Since the maximum carry-over is one-half of the annual accrual, the maximum carry-over for this employee will be 60 hours.
Q19: Is there a reporting function for supervisors to use? (added 5/8/2017)
A19: Yes. In Oracle Supervisor Self-Service there are two reports as follows:

1. **Exempt Employee FY Vacation Accruals**
   This report provides the following information for each exempt employee who is within your supervisory
   hierarchy (direct and indirect reports):
   - total fiscal year vacation accrual amount
   - vacation carry over
   - approved vacation time (past as well as in the future)
   - remaining vacation balance

   You can download the report to Excel or CSV format. The report output is effective as of the report run
   date (in Excel, refer to the second tab which contains the report parameters, including the run date).

2. **Absence Report**
   The Absence Report is run for a time period you choose and can help you audit the vacation information.
   You must enter a ‘From’ and ‘To’ date in the parameters and the report will provide a list of exempt
   employees who have approved vacation time during that time frame; the report includes the vacation
   dates taken or scheduled as well as the associated hours.

   The report also includes vacation and sick/personal time dates and hours that nonexempt employees
   have used that have processed through the payroll (e.g., vacation days used in late April and paid in May
   would not show on a report for the month of April).

Q20: How do I know what my vacation balance is as of June 30, 2017? (added 5/9/2017)
A20: Click on the Accrual Balances tab. Then click on “Show Accrual Balances” and enter 30-JUN-2017 for
the effective date. You will then see your June 30 vacation balance. This balance takes into account your
monthly accruals through June 30 **PLUS** any carry-over from the prior fiscal year **LESS** any vacation time entered
and approved.