RIT Exempt Vacation Tracking

EMPLOYEE USER GUIDE

JULY 2016
I – Login & Access Exempt Vacation Tracking
(Please note: Internet Explorer is the preferred browser for Oracle)

1. Log in to Oracle
   a. On campus: https://mybiz.rit.edu
   b. Off campus: https://myinfo.rit.edu

2. Navigate to ‘RIT Employee Self-Service’ ⇒ ‘My Vacation (Exempt Only)’

II – Request Vacation

1. On the Absence Summary tab, select ‘Create Vacation Request’
2. Enter/view applicable information for your vacation request in the following fields:

- **Absence Type:** ‘Exempt Vacation Absence’

- **Start Date (required):** Select the calendar icon to the right of ‘Start Date.’ Once the pop-up calendar opens, click on date that your vacation request starts. The date can also be manually entered directly into the Start Date field using DD-MM-YYYY format, if preferred.

- **End Date (required):** Select the calendar icon to the right of ‘Start Date.’ Once the pop-up calendar opens, click on date that your vacation request ends. The date may also be manually entered directly into the End Date field using DD-MM-YYYY format, if preferred.

**NOTE:** If requesting one day of vacation, both ‘Start Date’ and ‘End Date’ should contain the same date.
d. **Total Hours:** Enter total number of vacation hours for the request.

*Vacation should only be requested in full or half day increments.* Total Hours should be entered based on each individual employee’s schedule.

Examples:

i. “Employee A” works five 8 hour days per week. When requesting vacation, this employee would request 8 hours for a full day vacation or 4 hours for a half day vacation.

ii. “Employee B” works four 10 hour days per week. When requesting vacation, this employee would request 10 hours for a full day vacation or 5 hours for a half day vacation.

iii. “Employee C” is part-time and works five 5 hour days per week. When requesting vacation, this employee would request 5 hours for a full day vacation or 2.5 hours for a half day vacation.

e. **Comments (optional):** Employees may enter any additional comments in this section as it relates to their vacation request.

f. **View Accrual Balances:** Employees may view their vacation accrual balance (in hours) as of an effective date.

i. To view accrual balance, place the mouse over the ‘View Accrual Balances’ text and wait until a pop-up window appears.

ii. Select ‘Show Accrual Balances’

iii. Enter the ‘Effective Date’ to view the accrual balance as of that date.

iv. Click ‘Go’

![View Accrual Balances](image)

*Note: Employees may enter a future date in the ‘Effective Date’ field to view their accrual as of that date in the future.*

3. Select ‘Next’ to continue to Review page.

4. If requesting vacation time that is not the standard 8 hour day, you may receive the warning message below. You may click ‘Next’ again to continue to submission page.

![Warning]
The absence duration in hours is different from the length of time absent. Continue?
On the Review page, review the absence summary and confirm vacation request information is accurate.

5. Click ‘Submit’
6. The vacation request will be routed to the employee’s supervisor for approval.

III – View Accrual Balance

1. Navigate to ‘RIT Employee Self-Service’ responsibility
2. Select ‘My Vacation (Exempt Only)’
3. On the Summary page, click on the ‘Accrual Balances’ tab along the top.
4. Select ‘Show Accrual Balances’
5. Enter ‘Effective Date’ to view accruals as of that date
6. Click ‘Go’
7. Vacation accruals are displayed in hours below ‘Effective Date’

IV – Viewing, Updating and Deleting Requests

Employees are able to view their full history of vacation requests and may update or delete requests that have not yet occurred.

Search and View Vacation Requests:

1. Navigate to ‘RIT Employee Self-Service’ responsibility
2. Select ‘My Vacation (Exempt Only)’
3. On the Summary page, all vacation requests are listed in table along bottom.
4. To search for a vacation request:
   a. Complete one or more of the fields in the Search section along top
      i. Absence Type
      ii. Approval Status
      iii. Start Date
      iv. End Date
   b. Click ‘Go’
5. On the line of the vacation request you would like to view, click on the ‘Details’ icon to view details.
Update a Vacation Request

Employees may make changes to a vacation request if the vacation time has not yet occurred and the approval status is either 'Approved' or 'Work in Progress.' Vacation requests that occurred in the past or are pending approval cannot be updated.

1. Follow steps 1-4 in ‘Search and View Vacation Requests’ instructions above.
2. On the line of the vacation request that you would like to edit, click on the pencil icon 📝 to make updates.
3. Enter updated information on the Update page.
4. Select ‘Next.’
5. Review summary of vacation request.
6. Select ‘Submit’ to submit for approval.

Delete a Vacation Request

Employees may delete a vacation request if the vacation time has not yet occurred and the approval status is either 'Approved' or 'Work in Progress.' Vacation requests that occurred in the past or are pending approval cannot be deleted.

1. Follow steps 1-4 in ‘Search and View Vacation Requests’ instructions above.
2. On the line of the vacation request that you would like to delete, click on the ‘Delete’ icon 🔴.
3. On the Review page, confirm that this is the request you would like to delete.
4. Select ‘Submit.’