

Announcement Sent to Exempt Staff and 12-month Faculty on Wednesday, July 20, 2016

Subject Line: NEW! Online Exempt Vacation Tracking Coming Soon

In response to a recent employee suggestion received through RIT's Suggestion Program, we are pleased to introduce online vacation tracking for exempt staff and 12-month faculty through Oracle Employee Self-Service. This new functionality is available now; your manager will let you know if you should use the new functionality.

Automated vacation tracking for exempt employees using the Self-Service functionality will bring many advantages and efficiencies. The primary advantage is eliminating the various manual or software-based tracking systems that departments have developed to track vacation. In addition, both managers and employees can have consistent and up to date information about vacation used and remaining for the fiscal year. As an added feature, the annual vacation carry-over process will be automated; the remaining vacation as of the end of the 2016-2017 fiscal year and each year thereafter will be automatically carried over (up to one-half the annual accrual).

We have published a user guide and Frequently Asked Questions (FAQs) in the *Taking Time Off* section of the HR website [here](#). We will update the FAQs as new questions come up.

If you have any questions, please send an email to benefits@rit.edu.