

**ROCHESTER INSTITUTE OF TECHNOLOGY**  
**Online Exempt Vacation Tracking in Oracle Employee Self-Service**  
**Frequently Asked Questions (FAQs)**

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**Q1: Who does the vacation functionality apply to? (updated 2/27/2018)**

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? (updated 2/27/2018)**

A2: Nonexempt staff (those paid on an hourly basis) will continue to have their vacation time used 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](mailto: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 when you click on the *My Vacation* link in Self-Service.

**Q9: How will I know if my supervisor took action for my vacation request? (updated 2/27/2018)**

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 when you click on the *My Vacation* link in Self-Service.

**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? (updated 2/27/2018)**

A11: While most exempt employees are scheduled to work 8 hours a day, 5 days a week (40-hour work week), there are exempt employees who do not (e.g., an employee who works four 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?** *(updated 2/27/2018)*

A13: Yes, in order for your remaining vacation to carry over to the 2018-2019 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 7/1/2017 and an end date of 6/30/2018 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 2/27/2018)*

 **Warning**  
1. Please ensure absence duration in hours is appropriate for length of time off. Continue?  
2. This absence will result in negative vacation hours remaining for the fiscal year; future monthly accruals will offset this negative amount. To continue with the request, please click Next.

A14: This is simply a warning message and will not stop you from submitting your vacation time taken. You may have entered your vacation time taken in a big block (e.g., July 1, 2017 through June 30, 2018). Warning #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. Warning #2 is because on July 1, 2017, you probably didn't have the number of hours you submitted. 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-2018 for the effective date. You will then see your June 30, 2018 vacation balance.

**Q15: Can I add dates of vacation taken retroactive to July 1, 2017?** *(updated 2/27/2018)*

A15: Yes.

**Q16: I just logged in and the number of hours of available vacation does not agree with my records. What is the difference?** *(updated 2/27/2018)*

A16: The amount of available vacation shown is as of the date you are viewing it; the amount includes the total monthly accruals to date *plus* any carry-over from the prior fiscal year *less* any time taken that was entered and approved. The monthly accrual is added the 16<sup>th</sup> of each month. Therefore, if you review the information before the 16<sup>th</sup>, that month's accrual and future months through June will not be shown. For example, if you view the information on March 8, 2018, the amount will not include the accruals for March-June. You can view your June 30, 2018 balance by changing the as of date to June 30, 2018 (enter as 30-JUN-2018).

**Q17: What is the maximum carry-over for an exempt employee hired on January 3?** *(updated 2/27/2018)*

A17: This employee's annual vacation is 3 weeks; for an employee scheduled to work five days a week, eight hours each day 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 would be 60 hours.

**Q18: Is there a reporting function for supervisors to use?** *(added 5/8/2017)*

A18: 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).

**Q19: How do I know what my vacation balance is as of June 30, 2018?** *(updated 2/27/2018)*

A19: Click on the Accrual Balances tab. Then click on "Show Accrual Balances" and enter 30-JUN-2018 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.

**Q20: The fiscal year has ended and it is now July 3. Why don't I see my carry-over?** *(added 2/27/2018)*

A20: The carry-over will not show until the carry-over process has run. Generally, this occurs by July 10 each year.

**Q21: Why do I need to use this functionality?** *(added 2/28/2018)*

A21: The vacation carry-over is a financial obligation of the university that must be reported on RIT's financial statements. Oracle is the official record for vacation information. Therefore, it is important that all vacation time taken is entered and approved to ensure the carry-over amount is accurate.

**Q22: I used all my vacation time. Do I still need to make an entry?** *(added 2/28/2018)*

A22: Yes. Oracle is the official record for vacation information. There will be no adjustments to increase the carry-over amount if vacation time taken was not entered.