To: Exempt Staff and 12-Month Faculty:

The online vacation carry-over entry function is now available for exempt employees (vacation carry-over is automatic for non-exempt employees). The process is very simple – just follow these easy steps:

1. Login to Employee Self-Service at [https://myinfo.rit.edu](https://myinfo.rit.edu).
   a. If you do not remember your Username or Password, click on *Forgot your Password or Username?* below the login screen.
   b. If you have any questions about Employee Self-Service, check out the Frequently Asked Questions (FAQs) at [https://www.rit.edu/fa/controller/customersupport/emp_self_serve_faq.html](https://www.rit.edu/fa/controller/customersupport/emp_self_serve_faq.html).
2. Click on *RIT Employee Self-Service*.
3. Click on *RIT Vacation Carry Over* in the right side menu.
4. Click the *Add* button.
5. Enter the number of **days** to carry over.
6. Click on the *Apply* button.
7. Click the *Next* button.
8. Click the *Submit* button.

- The online entry will then be sent directly to your manager/supervisor for online confirmation and you will receive an e-mail notification that it was sent.
- After your manager/supervisor confirms the carry-over amount, you will receive an e-mail notification. Once approved, you can log back in and see the carry-over amount.
- Please make sure your manager/supervisor completes the confirmation step or you will not have any vacation carry-over.
- If you need to change your carry-over amount, simply log back in and at step #4 above, click on the *Update* button and then follow the remaining directions.

**Remember: entry and confirmation must be completed no later than Friday, June 28, 2013.** Entries cannot be made after June 28.

If you have any questions, please contact your benefits representative in the Human Resources Department based on the first letter of your last name as follows:

<table>
<thead>
<tr>
<th>YOUR LAST NAME</th>
<th>CONTACT</th>
<th>TELEPHONE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-L</td>
<td>Valerie Liegey</td>
<td>(585) 475-5346</td>
<td><a href="mailto:valpsn@rit.edu">valpsn@rit.edu</a></td>
</tr>
<tr>
<td>M-Z</td>
<td>Brett Lagoe</td>
<td>(585) 475-5983</td>
<td><a href="mailto:blbpsn@rit.edu">blbpsn@rit.edu</a></td>
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