Vacation Purchase Plan (VPP) report in VIP

This report provides a detailed summary of the VPP days purchased, days taken and the remaining balance for the year. It also displays the number of days taken through the Voluntary Days Off Program (VDOP), and additionally shows current vacation and overtime bank balances.

It serves as a tool to assist managers in tracking and managing their VPP approved employees’ time off from work. Prior to approving an employee taking a VPP or VDOP day a manager should run this report to ensure the employee still has time to be taken off. The maximum number of days between both VPP and VDOP combined is 10 per plan year (fiscal year).

*Please note* that this report only populates with information for individuals who have been approved for VPP.

**To run the report**

Step 1 – Click the *User* tab

Step 2 - Click on the *Shared Queries menu*

Step 3 – Click on the *APPOINTMENT INFO* folder

Step 4 - Click on the report - *Info – Vacation Purchase Plan (VIP_REPORT)*.

**NOTE:** The report will open up with all VPP approved members that you have security access to view in VIP.
Report Information
As shown below the report displays the information for each employee in the VPP program during the current plan year (fiscal year). At any time you may click on the table chart in the menu to view all of your employees in a table, which may be exported to Excel.

The report includes information that is accurate as of the last applied payroll and displays the employee name, employee number, pay category (cycle) and current plan year.

The Amount Collected field (displayed as a negative) is the dollar amount that has been deducted from the employees’ pay up to the last time pay applied for them. Another way to view this is that this is the amount the department has saved to date on that employees’ salary. To round out the full picture of an employee’s time, the VDOP time taken, vacation and overtime bank balances are displayed.

In the example shown in the screen print above, the employee has purchased 5 days for the VPP, or an equivalent of 35 hours. As VPP time is taken, you will see the VPP Hours Balance decline and the VPP Hours Collected and Amount Collected change each time payroll has been applied and the report is generated. In this example, the employee also has 38.50 hours remaining in the vacation bank and 3.0 overtime hours.

It is important to note that VPP hours are not displayed in the employee’s vacation entitlement bank. An employee may view VPP time taken in their Attendance Profile in Employee Self-Service (ESS).