Department Vacation Report

The Department Vacation report summarizes reported vacation for all of the employees within a position/schedule group from April 1 of the current vacation year up to the end of the last applied pay period.

Running the report

Go to the VIP module and under the Employee Information and the Reports menu, select Department Vacation. There are two ways of running this report, depending on the desired results.

1. For all employees within a specific schedule group: enter the schedule or position group number in the Schedule Group field.
2. For all employees you have access to view (i.e., multiple schedule groups): leave the Schedule Group field blank.

If you do enter a specific schedule group number note that you may need to run reports for both biweekly and hourly cycle schedule groups as some employees in the hourly paid cycle may be eligible for vacation time.

Click Execute at the bottom of the screen to generate the report. To print the report, click on the printer icon within the report window, or click the Export icon to export the report to Word, Excel or as a PDF document.
**Reading the report**

1) *Carried/Borrowed* indicates hours that were either carried over from the previous vacation year or taken in advance of the new vacation year.

2) *Renewal* represents the new vacation entitlement based on the previous years’ service. This entitlement includes additional vacation credits earned for EMAPS staff members who are in the self-directed work plan.

3) *Total Apr 1 Entitlement* represents the new entitlement plus or minus any carried/borrowed hours from the previous year.

4) *Taken to Date* displays the hours reported up to and including the end of the last applied pay period.

5) *Balance to Date* shows the current balance of vacation hours in the employee’s bank as of the last applied pay date. Any vacation reported after the last applied pay date will not appear on the report.

*Please note that if an employee has started after April 1 of the current vacation year, they will not have an entitlement showing until April 1 of the next vacation year.*