**Individual Vacation Report (16I)**

The Individual Vacation report summarizes reported vacation 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 *Employee Information*, and the *Reports* menu, click on *Individual Vacation*. There are three ways of running this report, depending on the desired results:

1. For one employee: enter the employee number in the *Individual ID* parameter value field; click either “yes” or “no” in the *Approval for HR?* field(*). Leave the *Schedule Group* blank.

2. For all employees within a specific schedule group: enter the schedule or position group number in the appropriate field and click either “yes” or “no” in the *Approval for HR?* field.

3. For all employees you have access to view (i.e., multiple schedule groups): leave both *Individual ID* and *Schedule Group* blank, and click either “yes” or “no” in the *Approval for HR?* field.

4. 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.

*Clicking “yes” provides a report that includes the request and approval of carryover and signature section. “No” excludes the request/approval/signature section and can be used throughout the year when you are reconciling vacation time for staff members.*
Reading the report:

- University service shown is as of March 31 of the current vacation year.

- Previous vacation year carryover/borrowed hours as at Mar 31 indicates hours that were either carried over from the previous vacation year or taken in advance of the current vacation year.

- April 1 Vacation renewal entitlement hours 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.

- Total Vacation entitlement hours represents the new entitlement plus or minus any carried/borrowed hours from the previous year.

- Vacation taken to date displays the hours reported in chronological order up to and including the end of the last applied pay period.

- Balance to date shows the current balance of vacation hours in the employee’s vacation 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.