Time-Off Balances Report

Chapter 17
Time-Off Balances Report

Section Objectives

At the end of this section, you should be able to:

- Review the Time Off Balances Report
Time-Off Balances Report

The Time-Off Balances Report shows the Vacation, Sick, Personal and Compensatory balances as of the date displayed on the report.

<table>
<thead>
<tr>
<th>Employee*</th>
<th>Emp #</th>
<th>Supervisor*</th>
<th>Vacation Balance</th>
<th>Vacation Accrual Rate</th>
<th>Sick Balance</th>
<th>Sick Accrual Rate</th>
<th>Next Accrual Date</th>
<th>Personal Day Balance</th>
<th>Comp Time Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1</td>
<td>124893</td>
<td>Student1, Supervisor A CRPS</td>
<td>58.20</td>
<td>0.26</td>
<td>07.5</td>
<td>7.5</td>
<td>31-DEC-2009</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Student1</td>
<td>124873</td>
<td>Student1, Supervisor A CRPS</td>
<td>58.20</td>
<td>0.26</td>
<td>07.5</td>
<td>7.5</td>
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- The report includes the accrual rate for vacation and sick time and the next Accrual Date to help calculate future accruals.
- Because the balances are kept in the PRISM HR/Payroll system, PRISM TRKS timecard entries of vacation, sick, personal time taken or comp time taken/accrued are not included on the report until after the timecards have been transferred.

Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at http://www.bc.pitt.edu/policies/.
Lab 1: Time-Off Balances Report

1. Login to PRISM TRKS as SPVDXX.
2. Review the Time-Off Balances Report
Lab 1 Solutions: Time-Off Balances Report

- Login as SPVDXX
- Select PRISM TRKS Supervisor responsibility
- Select the Time-Off Balance link

Review the Time-Off Balances Report
Lab 1 Solutions: Time-Off Balances Report

- Click the Direct Reports radio button to display only direct reports
- Click the Full Reporting Hierarchy radio button to display everyone in the supervisory reporting hierarchy
- Click on the asterisked columns to sort
  - Click the Column Heading to select it
  - Click the Column Heading again to sort
- Click the Home link to return to the PRISM Home Page