Vacation, Sick and Personal Time

Chapter 3
Vacation, Sick and Personal Time

Section Objectives

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

- View vacation, sick and personal time balances
- Understand what is included in the displayed balances and what is not
- Record vacation, sick and personal time taken on your PRISM TRKS timecard
- Understand the automatic vacation and sick payout schedule
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Vacation, Sick and Personal Time Balances
- The PRISM HR/Payroll system maintains on-line balances for the following time off plans:
  - Vacation
  - Sick
  - Personal Time
- Vacation and Sick time are accrued (earned) each pay period
  - Staff on a biweekly payroll accrue hours every other week
  - Staff on a monthly payroll accrue hours every month
- Vacation and Sick accrued hours are posted (added to the balance) on the last day of the pay period and can be used on the first day of the next pay period
- The annual accrual amounts for both Vacation and Sick plans are the same for biweekly and monthly staff. Biweekly staff accrue fewer hours more often
- Personal Time is posted on July 1<sup>st</sup> of each year
- Vacation, Sick and Personal Time taken off is recorded on the on-line timecard and is deducted from the on-line balance once the timecards have been approved and transferred
- Timecards are transferred (moved from PRISM TRKS to PRISM HR/Payroll) in the following week, therefore, vacation, sick and personal time hours taken this week are not deducted from the available balance until they are submitted, approved and transferred next week

Viewing Vacation, Sick and Personal Time Balances
- Vacation, Sick and Personal Time Balances can be viewed on the PRISM TRKS timecard.
- The balances displayed on the timecard are in hours and are effective as of the last day of the timecard week based on the data in the PRISM HR/Payroll system at the start of the pay period
- For example, if the timecard week starts on Sunday, September 27<sup>th</sup> and ends on Saturday, October 3<sup>rd</sup>, the balances displayed will be as of October 3<sup>rd</sup>. On September 27<sup>th</sup>, the system knows that this monthly employee will accrue hours on September 30<sup>th</sup> which are available to be used on October 1<sup>st</sup>. The vacation and sick balances displayed on the September 27<sup>th</sup> timecard will include the hours accrued on October 1<sup>st</sup>. If, for some reason, HR has entered an adjustment to the vacation balance effective on October 2<sup>nd</sup>, the adjustment will be included in the balance displayed on the September 27<sup>th</sup> timecard. On October 1<sup>st</sup>, however, the PRISM HR/Payroll system does not know about the vacation, sick or personal time hours that are entered on the September 27<sup>th</sup> PRISM TRKS timecard because that timecard has not been transferred yet. The September 27<sup>th</sup> timecard will be transferred in the afternoon on October 5<sup>th</sup>. In the morning of October 5<sup>th</sup>, the balances displayed for the timecard week of October 4 – 10 will not include any hours taken off that are entered on the September 27<sup>th</sup> to October 3<sup>rd</sup> timecard. On the morning of October 6<sup>th</sup>, after the timecards have been processed, the balances displayed will include the hours taken from the September 27<sup>th</sup> timecard.
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- Vacation, sick or personal time taken cannot exceed the displayed balance
- If the displayed vacation balance is 30 hours, the timecard will error if more than 30 hours of vacation are entered.
- The balances displayed on the timecard do NOT include any vacation, sick or personal time taken that is recorded on the current week’s timecard
- Vacation, sick or personal time taken is not deducted from the on-line balance until the timecards are transferred
- The timecard transfer usually happens on the Monday afternoon following the last day of the timecard period but could be later if the timecard schedule is adjusted because of a Monday holiday

Timecard Balance Example

Timecard Week: October 11, 2009 – October 17, 2009

In the above timecard example:

- The timecard period is Sunday, October 11 – Saturday, October 17
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- The vacation, sick and personal time accrual balances displayed are as of Saturday, October 17 based on the information in the PRISM HR/Payroll system as of the current date.

- The displayed vacation balance of 56.25 hours does not include a deduction of the 7.5 hours entered on the timecard for Tuesday, October 13.

- To calculate an accurate vacation balance after Tuesday, October 13th, manually subtract 7.5 hours from 56.25.

- The timecards for the above week will be transferred from PRISM TRKS to the PRISM HR/Payroll system in the afternoon on October 19th.

- Once the timecards are transferred to the PRISM HR/Payroll system, the 7.5 hours will be deducted and the vacation balance will be 48.75.

- The employee in the above example is on a monthly payroll so a monthly accrual amount will be added to the vacation and sick balances on October 31st.

Automatic Payout

- Eligible vacation and/or sick time is paid out automatically upon termination or ineligibility due to a Job Type change.

- Eligible vacation and/or sick time hours are paid in the pay period following the termination or ineligibility date (Job Type change date).

- Late Employee Records will affect the payout date.

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: Submit a Timecard with Vacation

1. Login to PRISMTRKS as EMPNXX
2. View the available Vacation Balance
3. Submit a Timecard for the period August 30, 2009 – September 05, 2009 with Vacation Time on Monday, Wednesday, and Thursday
4. Add a comment to provide additional information for the supervisor
Lab 1 Solutions: Submit a Timecard with Vacation

- Login to PRISM
- Choose the PRISM TRKS Time responsibility
- Click the Time Entry link

- Click the Create Timecard button
Lab 1 Solutions: Submit a Timecard with Vacation

- Select the appropriate time collection week from the drop-down list in the Period field (August 30, 2009 – September 05, 2009)

- Click the Show Accrual Balances link to display the Time-Off Balances
Lab 1 Solutions: Submit a Timecard with Vacation

- Check the available Vacation balance
- On the next empty row below the defaulted row, select the Vacation Day Hours Type (E-Vacation) from the drop-down list in the Hours Type field.
- Enter 7.5 hours Vacation time in the Monday, Wednesday and Thursday columns. Highlight the 7.5 hours in the Monday, Wednesday and Thursday columns of the Hours Worked row (the first row) and hit the Backspace key on your keyboard to delete each of them
- Add a note in the comment box: You approved this vacation back in July
- Click the Recalculate button
- Click the Continue button
Lab 1 Solutions: Submit a Timecard with Vacation

- Review the Comments
- Review the Time Entry and Details blocks of the Review page
- Click the Submit button

- Confirm the Timecard has been submitted successfully
- Click the Logout link