1994 Vested Vacation Bank

Payroll Administration Branch

1994 Vested Vacation Bank

Effective October 1, 2017, employees with 1994 vested vacation bank will have the option to utilize their vested vacation bank before using their current accrued vacation hours. Employees will be allowed to use up to 20-days of their vested vacation balance each fiscal year. Employees electing to take their vested vacation will be paid at their current rate.

Employees with 1994 Vested Vacation Bank will be allowed to utilize their vacation bank on their Regular and Summer assignments when absent for the following **Authorized Vested Vacation Bank Absence/Attendance Types**:

Attendance/Absence Description	Att/Abs Type
Vacation Vested Time Pay	VS
FMLA-CFRA Vacation Vested	FCVS
Preg Dis VS w/o FMLA	PDVS
Preg/FMLA Dis Vacation VS	PFVS
Parental Leave Vacation VS	PLVS

*Vacation usage is subject to the defined division policy/procedure and must be pre-approved by the employees' Supervisor and/or Administrator.

Generate the Vacation Balance Report, Transaction Code – ZTMRVACBAL, to identify employees assigned to your cost center(s) that have a 1994 Vested Vacation Bank.

This job aid provides step by step instructions on how to report the new Absence/Attendance types for vested vacation bank in **CAT2 Time Entry Sheet**.

Use the following instructions to time report Vested Vacation Bank for the authorized Absence/Attendance Types: The instructions begin from the **Time Sheet: Initial Screen**.

- The Time Sheet: Initial Screen will display. The Key date default is the current date.

  Note: In this example, we are using Data Entry Profile AA-HRS-1 and Key date 02/01/2018.

- From the Drop-Down, select the appropriate Data Entry Profile for Regular or Summer Assignment.

- Enter the Personnel Number.

- Change the Key date if necessary.

- Click on Enter Times to access the time sheet.

The Time Sheet: Data Entry View will display as shown below.

- Update the time sheet as needed with the appropriate Absence/Attendance (A/A) type, wage type, hours, receiver cost center, and receiver account string information.

- Click Save in the menu bar to save the changes.

5. Select Save

Time Sheet: Data Entry View

Person ID			Cost Center	Fund	Functional Area	Perce...		Person...	Assignment	
Job	22104037	PLNT MGR III / P	1874301	010-0000	0000-8100-13027	100.00			PLANT MANAGER III / 221040	
Assignment Hrs.	8.00									
WS rule	GA_08	TM status	9							
Payroll area	SM	Personnel area	1SXX	Pers. subarea	AGXX	EE group	D	EE subgroup	R1	Average Benefit Hours	0.00
DWS		8	8	OFF	OFF	8	8	8	8	OFF	OFF	8	8	8	8
Personnel Number				Cost Ctr	1874301	MANUAL ARTS SH				
Data Entry Period	02/01/2018 - 02/15/2018		Week	05.2018						

Data Entry Area

L..	A/AType	W...	MU	P..	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15	Rec. CCtr	RecFund	Rec.FuncAr
⏱		H			8	8	0	0	8	8	8	8	8	0	0	8	8	8	8			
Σ		H			8	8	0	0	8	8	8	8	8	0	0	8	8	8	8			
	VS	H			8	8																
	FCVS	H							8	8												
	PDVS	H									8	8										
	PFVS	H											8			8						
	PLVS	H															8	8	8			

From the Drop-Down, select or enter the A/A Type

Enter Time

Enter the Cost Center, Fund and Functional Area if needed