

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

Employee*	Emp #	Supervisor*	Vacation Balance	Vacation Accrual Rate	Sick Balance	Sick Accrual Rate	Next Accrual Date	Personal Day Balance	Comp Time Balance
Student11, Employee C CRP2	124093	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	
Student11, Employee E CRP2	124213	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	
Student11, Employee H CRP2	124393	Student11, Supervisor A CRP2	60	6.667	72	8	31-OCT-2009	16	
Student11, Employee I CRP2	124453	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	
Student11, Employee L CRP2	124633	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	
Student11, Employee M CRP2	124693	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	
Student11, Employee P CRP2	124873	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	0
Student11, Employee R CRP2	124993	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	0
Student11, Employee V CRP2	125233	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	
Student11, Employee Q CRP2	124933	Student11, Supervisor A CRP2	56.25	6.25	67.5	7.5	31-OCT-2009	15	0

- 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

Worklist

From	Subject	Sent
There are no notifications in this view.		
TIP Vacation Rules - Redirect or auto-respond to notifications. TIP Worklist Access - Specify which users can view and act upon your notifications.		

Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Navigator

- PRISM TRKS Supervisor
- PRISM TRKS Time

PRISM TRKS Supervisor

- All Actions
- Manager Actions
- Time Entry
- Change Manager
- Mass Time Card Approvals
- Non-Exempt Account Distribution
- Missing Timecard Information
- Time Off Balance

Reports

- Run
- View

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

Time Off Balances

Direct Reports
 Full Reporting Hierarchy
 As Of: 04-NOV-2009
 (*) Sortable Columns

Employee*	Emp #	Supervisor*	Vacation Balance	Vacation Accrual Rate	Sick Balance	Sick Accrual Rate	Next Accrual Date	Personal Day Balance	Comp Time Balance
Student22, Supervisor B	123624	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Supervisor C	123684	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Supervisor E	123744	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Supervisor F	123804	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, TCAAdmin A	123864	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, TCAAdmin B	123924	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Supervisor A	125484	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Employee Z	123564	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	2.5
Student22, Employee A	123984	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Employee B	124044	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Employee F	124284	Student22, Supervisor B	66.667	6.667	80	8	30-NOV-2009	16	
Student22, Employee G	124344	Student22, Supervisor B	66.667	6.667	80	8	30-NOV-2009	16	
Student22, Employee J	124524	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Employee K	124584	Student22, Supervisor B	43.75	4.375	52.5	5.25	30-NOV-2009	7.5	0
Student22, Employee N	124764	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Employee O	124824	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Employee S	125064	Student22, Supervisor B	62.5	6.25	67.5	7.5	30-NOV-2009	15	0
Student22, Employee T	125124	Student22, Supervisor B	62.5	6.25	67.5	7.5	30-NOV-2009	15	0
Student22, Employee U	125184	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	0
Student22, Employee W	125304	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Employee X	125364	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Employee Y	125424	Student22, Supervisor B	62.5	6.25	75	7.5	30-NOV-2009	15	7.5
Student22, Employee D	124164	Student22, Supervisor E	62.5	6.25	75	7.5	30-NOV-2009	15	0
Student22, Employee C	124104	Student22, Supervisor A	62.5	6.25	75	7.5	30-NOV-2009	15	

- Review the Time-Off Balances Report

Lab 1 Solutions: Time-Off Balances Report

University of Pittsburgh

Time Off Balances

PRISM TRKS

Home Help

Direct Reports Full Reporting Hierarchy

As Of: 04-NOV-2009
(*) Sortable Columns

Employee*	Emp #	Supervisor*	Vacation Balance	Vacation Accrual Rate	Sick Balance	Sick Accrual Rate	Next Accrual Date	Personal Day Balance	Comp Time Balance
Student22, Supervisor B	123624	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Supervisor C	123684	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Supervisor E	123744	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Supervisor F	123804	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, TCAdmin A	123864	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, TCAdmin B	123924	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	
Student22, Supervisor A	125484	Student22, Supervisor D	62.5	6.25	75	7.5	30-NOV-2009	15	

- 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*