

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

Vacation, Sick and Personal Time

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 1st 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 27th and ends on Saturday, October 3rd, the balances displayed will be as of October 3rd. On September 27th, the system knows that this monthly employee will **accrue** hours on September 30th which are available to be used on October 1st. The vacation and sick balances displayed on the September 27th timecard will include the hours **accrued** on October 1st. If, for some reason, HR has entered an adjustment to the vacation balance effective on October 2nd, the adjustment will be included in the balance displayed on the September 27th timecard. On October 1st, however, the PRISM HR/Payroll system does not know about the vacation, sick or personal time hours that are **entered** on the September 27th PRISM TRKS timecard because that timecard has not been transferred yet. The September 27th timecard will be transferred in the afternoon on October 5th. In the morning of October 5th, the balances displayed for the timecard week of October 4 – 10 will not include any hours taken off that are entered on the September 27th to October 3rd timecard. On the morning of October 6th, after the timecards have been processed, the balances displayed will include the hours taken from the September 27th timecard.

Vacation, Sick, and Personal Time

- 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

PRISM TRKS Time Record Keeping System

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Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Chivery, John OTL, 123403

Cancel Save Continue

Hide Accrual Balances
 TIP The accrual balances are as of: October, 17 2009.
 Staff Personal Accrual Hours 15 Staff Sick Accrual Hours 67.5 Staff Vacation Accrual Hours 56.25

Period: October 11, 2009 - October 17, 2009
 Template: - Last Timecard

Hours Type	Sun, Oct 11	Mon, Oct 12	Tue, Oct 13	Wed, Oct 14	Thu, Oct 15	Fri, Oct 16	Sat, Oct 17	Total	Delete
E- Hours Worked		7.5		7.5	7.5	7.5		30	
E- Vacation			7.5					7.5	
								0	
								0	
								0	
								0	
								0	
								0	
Add Another Row	0	7.5	7.5	7.5	7.5	7.5	0	37.5	

In the above timecard example:

- The timecard period is Sunday, October 11 – Saturday, October 17

Vacation, Sick, and Personal Time

- 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

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Logged In As EMPN22

Worklist [Full List](#)


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.		

Navigator [Edit Navigator](#)

PRISM TRKS Time	Time
	Time Entry

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

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Recent Timecards: Student22, Employee N, 124764

Create Timecard								
Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details	
Submitted	30-Aug-2009	05-Sep-2009	37.5	29-Oct-2009				

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- Click the *Create Timecard* button

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Time

Time Entry: Student22, Employee N, 124764

[Cancel](#) [Save](#) [Continue](#)

[Show Accrual Balances](#)

Period [?](#)

Comments

Template Exclude Hours Overwrite

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total	Delete
E- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	37.5	<input type="button" value="Delete"/>
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	<input type="button" value="Delete"/>
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>		0	7.5	7.5	7.5	7.5	7.5	0	37.5

Template Name

[Cancel](#) [Save](#) [Continue](#)

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- 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



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Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Student22, Employee N, 124764

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▼ Hide Accrual Balances

☑ TIP The accrual balances are as of: September, 05 2009.

Staff Personal Accrual Hours 15 Staff Sick Accrual Hours 60 **Staff Vacation Accrual Hours 50**

Period: August 30, 2009 - September 05, 2009~
 Template: - Work Schedule Exclude Hours Overwrite [Go](#) Comments: You approved this vacation back in July

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total	Delete
E- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	15	
E- Vacation	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	22.5	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
Add Another Row Recalculate	0	7.5	7.5	7.5	7.5	7.5	7.5	0	37.5

Template Name: [Save As A Template](#)

[Cancel](#) [Save](#) [Continue](#)

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- 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



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Time

Review: Student22, Employee N, 124764

[Cancel](#) [Back](#) [Submit](#)

Week Starting Sunday, August 30 2009

Timecard Period (days) 7

Comments You approved this vacation back in July

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
E- Hours Worked	Hrs	Hrs	Hrs 7.5	Hrs	Hrs	Hrs 7.5	Hrs	15
E- Vacation	Hrs	Hrs 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs	Hrs	22.5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

Time Detail

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
E- Vacation	Hrs	Hrs 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs	Hrs	22.5
E- Hours Worked	Hrs	Hrs	Hrs 7.5	Hrs	Hrs	Hrs 7.5	Hrs	15
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

[Cancel](#) [Back](#) [Submit](#)

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



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Time

Confirmation

Time entries for the given timecard period have been submitted successfully.

Confirmation: Student22, Employee N, 124764

Week Starting Sunday, August 30 2009

Timecard Period (days) 7

Comments You approved this vacation back in July

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
E- Hours Worked	Hrs	Hrs	Hrs 7.5	Hrs	Hrs	Hrs 7.5	Hrs	15
E- Vacation	Hrs	Hrs 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs	Hrs	22.5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

[Return to Recent Timecards](#)

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