Employee Tutorial for Vacation Sick Leave

Entering the Application

•

There are two ways to enter the Vacation/Sick Leave system. Both ways will ultimately get you to the same place, it's simply a matter of preference.

You can set up a sidebar on your portal homepage at <u>https://my.atlas.illinois.ed</u>



On the left, under *Add content*, click on the arrow to open the drop down menu. Then select *Vacation System*. Then click *add*.

Your screen should now look like this:

This gives you a little thumbnail view of your hours. To go to the full page, simply click on *Report or request days off*.

| oges: Main Add/E | dit Pages | | | | | |
|---|----------------------------------|------------------|------------------|----|---------------|-------|
| Weather | X | Search Resources | | | | |
| 57 | | Search Illinois | Campus Phonebook | | Google Search | |
| | 0.53AM | | | Go | | Go |
| more | | Go | | | | 0.000 |
| Department | | | | | | |
| Vacation System | × V | | | | | |
| Vacation System | | | | | | |
| Vacation System Available time (he Leave Type | | | | | | |
| Available time (h | ours) | | | | | |
| Available time (he Leave Type | ours) Available Today | | | | | |
| Available time (he Leave Type Vacation | ours) Available Today 0.00 | | | | | |

• If you prefer not to set up an Atlas page, you can go directly to <u>https://my.atlas.illinois.edu/vacation</u> (notice the difference is just the word *vacation* at the end).

Once you are in the application, you can easily request your time off.

Locate the calendar at the left. The default is set to the current day. To choose a different day of the month, simply click on that day.

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|-----------|-----------|----------------------|------------|-----------|--|------------------------------|---------------|----------|--------------------------------------|------------------|------------|----------|
| Submit | t Days | 1 | | | | | | | | | | |
| ubmit | | Abser | | iph D | - | | | | | | | |
| | | pril 201 | 1 | V | Type of day off: • Vacation Day | Summary of | r benefit tim | e (nours | | acation | Sick Leave | Floating |
| м | Y | w | т | F | Sick Leave | Balance For | ward from 8/1 | 6/2010 | | 0.00 | 0.00 | 16.00 |
| | | | | 1 | Floating Holiday | Accrued thro | ough 4/18/201 | 1 | | 0.00 | 0.00 | 0.00 |
| 4 | 5 | <u>6</u> | Z | 8 | Other Other | Used through | h 4/18/2011 | | | 0.00 | 0.00 | 0.00 |
| 11 | <u>12</u> | <u>13</u> | <u>14</u> | <u>15</u> | Amount of time off: | Balance on 4 | 4/18/2011 | | | 0.00 | 0.00 | 16.00 |
| 18 | <u>19</u> | 20 | <u>21</u> | 22 | Note: this field is ignored when | Display summ | arv in davs | | | 0.00 | | |
| <u>25</u> | <u>26</u> | <u>27</u> | <u>28</u> | <u>29</u> | Floating Holiday is selected | | | | | | | |
| | | | | | Full Day | Reporting A Cancel pendir | | | | 11: or Denied | | |
| | | g inform 1/18/201 | | r | C Half Day | Approved entr | | | A CALL ROOM TO A CALL ROOM TO A CALL | | | |
| Click | | | S | a dit a | | Date | Hours | Туре | Notes | Status | Approve | er |
| SHCK a | | fferent d | | euita | Submit for Approval | | | | | | | |
| seful I | Links: | | | | | | | | | | | |
| | - | | - | | Print Activity Report Period Beginning: | | | | | | | |
| | | s Leave | | ook CH3 | 8/16/2010 - Go | | | | | | | |
| | Accrual | | ridiid b c | 2011 0110 | 0/10/2010 | | | | | | | |

To choose a different month, click on the arrows next to the name of the month until you reach the month you want.



Once you have chosen your date, select the type of day off you want, *vacation day, sick leave, floating holiday,* or *other.* If you select *other*, a drop down menu appears with additional choices. Simply click on the appropriate option. The box will automatically close.

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|------------------|----------|------------|----------------|-----------|---|------|---------------|-----------------|-------------|------------------|--------|------------|----------|
| | | | | | | | | | | | | | |
| <u>Subm</u> 1 | | Une 201 | | es] [Abse | ence Graph] [All Employe Type of day off: | es [| | | | available on 6/1 | | | mployees |
| | J | une zu | | r | Vacation Day | | Summary o | | e (nours) | Vacatio | | Sick Leave | Floating |
| м | т | W | Т | F | Sick Leave | | Delever Fre | ward from 8/1 | 0.004.0 | A 77-57 | .00 | 0.00 | 16.00 |
| | | 1 | 2 | 3 | Floating Holiday | | 200000000 | te de de la com | 0.2012 | | 27.5 | | |
| 6 | Z | 8 | 9 | 10 | Jury Duty | - | | ough 6/1/2011 | | | .04 | 26.09 | 0.00 |
| 13 | 14 | 15 | 16 | 17 | Jury Duty | | Used throug | h 6/1/2011 | | C | .00 | 0.00 | 0.00 |
| 20 | 21 | 22 | 23 | 24 | AmcFuneral Leave | | Balance on | 6/1/2011 | | 25 | .04 | 26.09 | 16.00 |
| | | | | 24 | Note: Parental Leave | | Display summ | ary in days | | | | | |
| 27 | 28 | <u>29</u> | 30 | | Float Conference Travel | | Poporting A | ctivity for pr | priod ond | ing 8/15/2011: | | | |
| | Fatasia | a inferm | | | Shared Benefits Furlough Day | | Cancel pendir | | | | enied. | | |
| | | 6/1/201 | nation fo 1 | | FMLA Holiday | | Approved entr | ies must be ca | incelled by | your supervisor. | | | |
| Nick | a day or | | - 10 A. | o dit a | FMLA | | Date | Hours | Туре | Notes | Status | Approve | er |
| HOR | | ifferent o | | Cuita | Submit for Approval | | | | | | | | |
| | Click he | ere to ac | to toda | v | | | | | | | | | |
| oful | Links: | | | 1 | Print Activity Report | | | | | | | | |
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| • | Campu | | | | 8/16/2010 🔻 Go | | | | | | | | |
| | Acadon | nic Staff | Handbo | ook CH3 | | | | | | | | | |
| ٠ | Accrual | | | | | | | | | | | | |

Once you have selected your type of day, choose whether you want to request a full day or a half-day.

| Subm | it Days | | | | | | | | | | | |
|-----------|--|---------------|-----------|--|----------------------------------|--------------|----------------|-----------|------------------|----------|------------|----------|
| Bubm | | April 201 | nce Gra | ph ▷ | Type of day off: | Summary o | Spenefit tim | o (hours) |) available on | 4/19/204 | 14. | |
| | | 40111 20 | | r | Vacation Day | Summary c | Denent tim | e (nour a | | ation | Sick Leave | Floating |
| М | т | w | Т | F | Sick Leave | Balance For | ward from 8/1 | 6/2010 | | 0.00 | 0.00 | 16.00 |
| | | | | 1 | Floating Holiday | Accrued thr | ough 4/18/201 | 1 | | 0.00 | 0.00 | 0.00 |
| 4 | | - | | | O Other | Used throug | h 4/18/2011 | | | 0.00 | 0.00 | 0.00 |
| <u>11</u> | 1000 | - Contraction | 2.000 | 1. | Amount of time off: | Balance on | 4/18/2011 | | | 0.00 | 0.00 | 16.00 |
| 18 | 5 6 7 8 1 12 13 14 15 8 19 20 21 22 5 26 27 28 29 Entering information for | | | | Note: this field is ignored when | Display summ | ary in days | | | | | |
| <u>25</u> | 26 | 21 | 28 | 29 | Floating Holiday is selected | Poporting / | ctivity for no | riod ond | ing 8/15/2011 | | | |
| | Enterin | a inform | nation fo | r | | | | | licking Pending | | | |
| | | 1/18/201 | | | C Half Day | | | | your supervisor. | | | |
| | | | endar to | a dit a | | Date | Hours | Туре | Notes | Status | Approve | er |

Then click on *Submit for Approval.*

You cannot select multiple days at once. You must follow this procedure for each day you wish to request off.

Once you submit for approval, a new box will appear. This shows you a summary of your request. The status box shows if the request is pending, approved, or denied. IF THE STATUS IS PENDING, DO NOT CLICK ON IT OR IT WILL DELETE!

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|-----------|---|--------------------------------|------------------|--------------|---|--|---------------|--------------------|-----------------|------------|-----------|--|--|--|--|
| Subm | it Days | | - | | | | | | | | | | | | |
| Subm 1 | | [My E une 20* | | es] (Abse | ence Graph] [All Employees] [Type of day off: | Usage Summary Summary of b | | | | | mployees] | | | | |
| | | | | | Vacation Day | | | | Vacation | Sick Leave | Floating | | | | |
| M | т | W | т | F | Sick Leave | Balance Forwa | rd from 8/16/ | 2010 | 0.00 | 0.00 | 16.00 | | | | |
| | 22 | 1 | 2 | 3 | Floating Holiday | Accrued throug | gh 6/3/2011 | | 26.43 | 27.54 | 0.00 | | | | |
| <u>6</u> | 7 | 8 | 9 | 10 | ce Graph) [All Employees] [U Type of day off: vacation Day Sick Leave Floating Holiday Other Amount of time off: Note: this field is ignored when Floating Holiday is selected Full Day Half Day Submit for Approval Print Activity Report | Used through 6 | /3/2011 | | -8.00 | 0.00 | 0.00 | | | | |
| <u>13</u> | <u>14</u> | <u>15</u> | <u>16</u> | 17 | | Balance on 6/3 | /2011 | | 18.43 | 27.54 | 16.00 | | | | |
| 20 | <u>21</u> | <u>22</u> | <u>23</u> | 24 | Note: this field is ignored when | Display summary in days | | | | | | | | | |
| 27 | | 29 g inform 6/3/201 | 30 ation fo | r | | Reporting Acti Cancel pending Approved entries | or denied ent | ries by clicking P | ending or Denie | ed. | | | | | |
| Click | a day or | | | o dit a | | Date | Hours | Туре | Notes S | itatus Ap | prover | | | | |
| GICK | | fferent o | | euita | Submit for Approval | 6/2/2011 | 8:00 | Vacation | | Pending | | | | | |
| Useful | Click he Links: Campu Acaden Accrual Reporti | s Leave nic Staff Policy | Policy Handbo | Y Dok CH3 | Print Activity Report Period Beginning: 8/16/2010 Go | | | | | | | | | | |

Employee Vacation Sick Leave Reporting

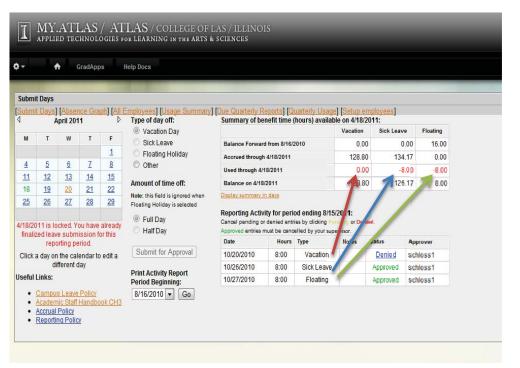
Summary and Reporting Activity

It is very important to check your Summary of Benefit Time and Reporting Activity tables carefully. Some departments will require their employees to submit quarterly reports of their vacation and sick time hours used. If these are not correct and you submit your time, they cannot be changed.

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| | it Days | | | | | | | | | | | | | | | |
| Submi 4 | it Days] | Abser | | ph ▷ | Type of day off: | Summary o | f benefit tim | e (hours |) available o | n <mark>4/18/201</mark> | 11: | | | | | |
| | | | _ | <u> </u> | Vacation Day | | | | ٧ | acation | Sick Leave | Floating | | | | |
| м | т | w | т | F | Sick Leave | Balance For | ward from 8/1 | 6/2010 | | 0.00 | 0.00 | 16.00 | | | | |
| | | | 2,000 | 1 | Vacation Day Sick Leave Fioating Holiday Other Amount of time off: Note: this field is ignored when Floating Holiday is selected Full Day | Accrued thr | ough 4/18/201 | 1 | | 0.00 | 0.00 | 0.00 | | | | |
| 4 | 5 | <u>6</u> | Z | 8 | | Used throug | h 4/18/2011 | | | 0.00 | 0.00 | 0.00 | | | | |
| <u>11</u> | <u>12</u> | <u>13</u> | <u>14</u> | <u>15</u> | | Balance on | 4/18/2011 | | | 0.00 | 0.00 | 16.00 | | | | |
| 18 | <u>19</u> | <u>20</u> | 21 | 22 | Note: this field is ignored when | Display summary in days | | | | | | | | | | |
| 25 | 26 | 27 | 28 | <u>29</u> | Floating Holiday is selected | | | | | | | | | | | |
| | Enterin | g inform 1/18/201 | | r | | Cancel pendi | ng or denied e ries must be ca | ntries by c | licking Pendir | g or Denied | | | | | | |
| Click | a dav or | | | odit o | | Date | Hours | Туре | Notes | Status | Approv | er | | | | |
| CIICK | | ifferent o | | ounta | Submit for Approval | | | | | | | | | | | |
| : | Campu | nic Staff Policy | Handbo | ook CH3 | Print Activity Report Period Beginning: 8/16/2010 Go | | | | | | | | | | | |

Here you see that no time off has been requested. Therefore, no hours are listed on either the summary or the reporting activity tables.

Once you have submitted hours for approval these tables will automatically update. The hours listed in your summary and reporting activity tables should match if all your requested hours have been approved. You will notice here that the vacation hours in the summary are 0.00. While in the reporting activity they are listed as 8.00. This is because the vacation time was denied. Therefore, in the reporting activity table, it shows 8.00 because that is what you requested. In the summary it shows 0.00 because you didn't actually take that time. This is when personal preference comes in. You may click on the word denied and it will remove that item from the reporting activity table. Some people may



choose to remove this in order to keep both tables consistent. Others may choose to leave it so that a historical record remains of time requested and its status.

Reporting Period Signature Due

The box containing this information will appear when it is time to do the reporting. When this happens, your page will either ask you to certify that you have used no time or to finalize. Your screen will look like one of these:

| I] | MY PPLI | .AT ed te | LA | S / A' logies | TLAS / COLLEGE OF FOR LEARNING IN THE ARTS | LAS / ILLINOIS & sciences | | | | | I |] M AP1 | Y.A | TLAS | / A. | TLAS / COLLEGE OF por learning in the arts | LAS / ILLINO. & sciences | | | | | | | |
|------------|------------|--------------------|-----------|------------------|--|--|----------------|---------------|----------|------------|---------------------------------|---|----------------------------|--------------------------|---------------------------------------|--|--|-------------------|--------------|--------|-------------------|----------|--|--|
| | | ħ | GradA | pps | Help Docs | | | | | | ¢- | 1 | ŧ | GradAp | ps | Help Docs | | | | | | | | |
| bmit | Jane | | | | | | | | - | | Subr | mit Da | ys | | | | | | | | | | | |
| | | 1 fála | ence G | angle] | | | | | _ | | Subr | mit Da | | isence Gr | aph] [Al | | Due Quarterly R | | ty Usage] [S | | loyees] | | | |
| Arrit | | April 2 | | | Type of day off: | Summary of benefit time (hours |) available on | 4/18/2011: | | | 4 | | Octob | er 2010 | p | Type of day off: O Vacation Day | Summary of be | nefit time (hours | , | | 10: Sick Leave | Floating | | |
| | | | | | Vacation Day | | | ation Sick Le | eave | Floating | м | 6 | r I | V T | F | Sick Leave | Balance Forwar | i from 8/16/2010 | •4 | 42.09 | 33.04 | 16.00 | | |
| | т | W | т | F | Sick Leave | Balance Forward from 8/16/2010 | | 42.09 | 33.04 | 16.00 | | | | | 1 | Floating Holiday | Accrued through | 10/28/2010 | | 38.86 | 40.48 | | | |
| | | | | 1 | Ploating Holiday | Accrued through 4/18/2011 | | 28.80 | 134.17 | 0.00 | 4 | | | i Z | 8 | Other | Used through 10 | | | -8.00 | -8.00 | -8.00 | | |
| | 5 | <u>6</u> | Z | 8 | Other | Used through 4/18/2011 | | 0.00 | 0.00 | 0.00 | 11 | | | | 15 | Amount of time off: | Balance on 10/28/2010 | | | 72.94 | 65.52 | 8.0 | | |
| | <u>12</u> | <u>13</u> | <u>14</u> | | Amount of time off: | Balance on 4/18/2011 | | | 167.21 | 16.00 | 18 25 | | | | 22 29 | Note: this field is ignored when | Display summary in days | | | | | | | |
| | <u>19</u> | 20 | 21 | <u>22</u> | Note: this field is ignored when | Display summary in days | | 10.00 | ion | 10.00 | 20 | (total g the bar | | | | | Reporting Period Signature Due Action | | | | on Require | | | |
| | <u>26</u> | <u>27</u> | 28 | <u>29</u> | Floating Holiday is selected | | | | | | 1 | Entering information for | | | | Full Day Half Day | Period Dates | | Vacation | Sick L | | ng Othe | | |
| | | | | | Full Day | Reporting Period Signature Due Action Required | | | | 10/20/2010 | | | | | 8/16/2010 - 11/15/2010 8.00 8.00 8.00 | | | | | 0.0 | | | | |
| E | | | mation | for | C Half Day | Period Dates | Vacation | Sick Leave | Floating | g Other | Clic | Click a day on the calendar to edit a different day Click here to go to today | | | | Submit for Approval | it for Approval I certify that my benefit time reported is true, correct, and complete. | | | | | | | |
| | | 4/18/2 | | | | 8/16/2010 - 11/15/2010 | 0.00 | 0.00 | 0.0 | | | | | | | | Finalize Period | | | | | | | |
| a | | n the c ifferen | | to edit a | Submit for Approval | I certify that I have not used any benefit time this reporting period. | | | | | Useful Links: Period Beginning: | | | | | | | | | | | | | |
| 1 | nks: | | | | Print Activity Report | | | | | | : | • <u>Car</u> • <u>Aca</u> | n <u>pus Le</u> demic S | ave Policy taff Handb | ook CH3 | 8/16/2010 💌 Go | Reporting Activity for period ending 8/15/2011: Cancel pending or denied entries by clicking Pending or Denied . Approved entries must be cancelled by your supervisor. | | | | | | | |
| | | | ve Polic | y book CH: | Period Beginning: | Reporting Activity for period end | ling 8/15/2011 | | | | | | ual Poli orting P | | | | Date | Hours Type | . 1 | lotes | Status A | pprover | | |
| | | Policy | | DOOK CH. | 8/16/2010 💌 Go | Cancel pending or denied entries by o | | or Denied. | | | | - ree | orang P | CHICY | | | 10/20/2010 | 8:00 | /acation | | Pending | | | |
| | | ng Po | | | | Approved entries must be cancelled by | | 1.200 | | | | | | | | | 10/26/2010 | 8:00 S | ick Leave | | Pending | | | |
| | | | | | | Date Hours Type | Notes | Status | Approve | r | | | | | | | 10/27/2010 | 8:00 | Floating | | Pending | | | |

In either case, all you need to do is click on the button and you are finished. It is extremely important that you do not click a button until you have verified your dates and times. Once you click *No Time Used* or *Finalize Period* no changes can be made.

If, however, you realize prior to clicking on *No time Used* or *Finalize Period* that you have not properly reported your time, you will need to go in and make corrections. You do this by following the directions in the *Requesting Time Off* section.