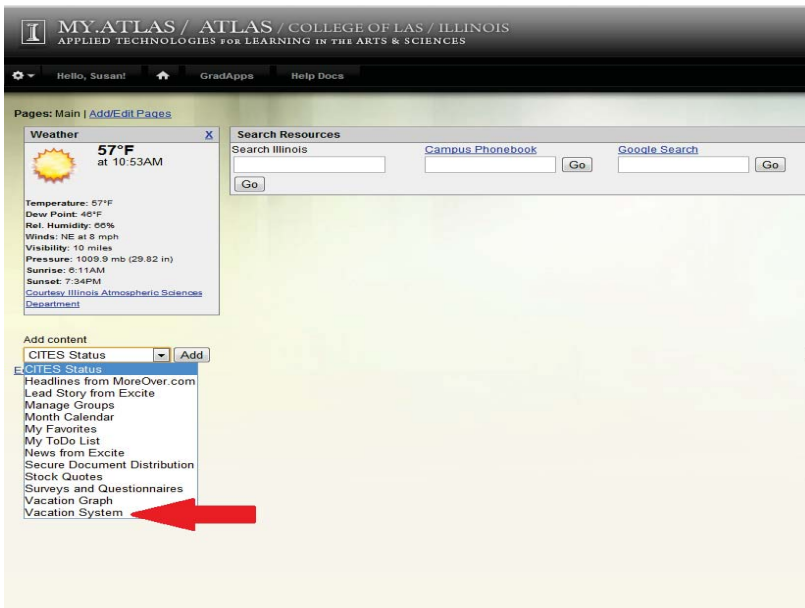


Employee Tutorial for Vacation Sick Leave

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 <https://my.atlas.illinois.edu>



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*.

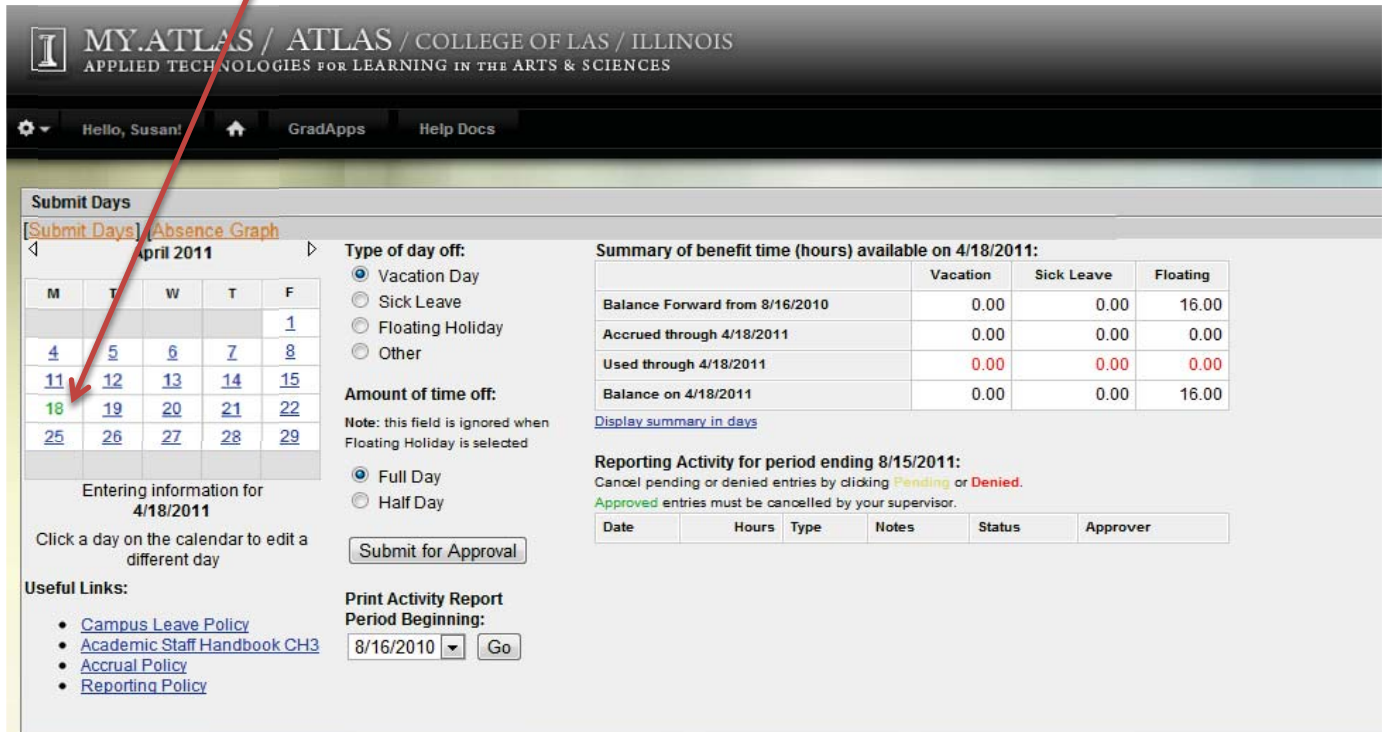


- If you prefer not to set up an Atlas page, you can go directly to <https://my.atlas.illinois.edu/vacation> (notice the difference is just the word *vacation* at the end).

Requesting Time Off

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 Days
[Submit Days] [Absence Graph]

April 2011

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Entering information for 4/18/2011

Click a day on the calendar to edit a different day

Useful Links:

- [Campus Leave Policy](#)
- [Academic Staff Handbook CH3](#)
- [Accrual Policy](#)
- [Reporting Policy](#)

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

Print Activity Report
Period Beginning: 8/16/2010

Summary of benefit time (hours) available on 4/18/2011:

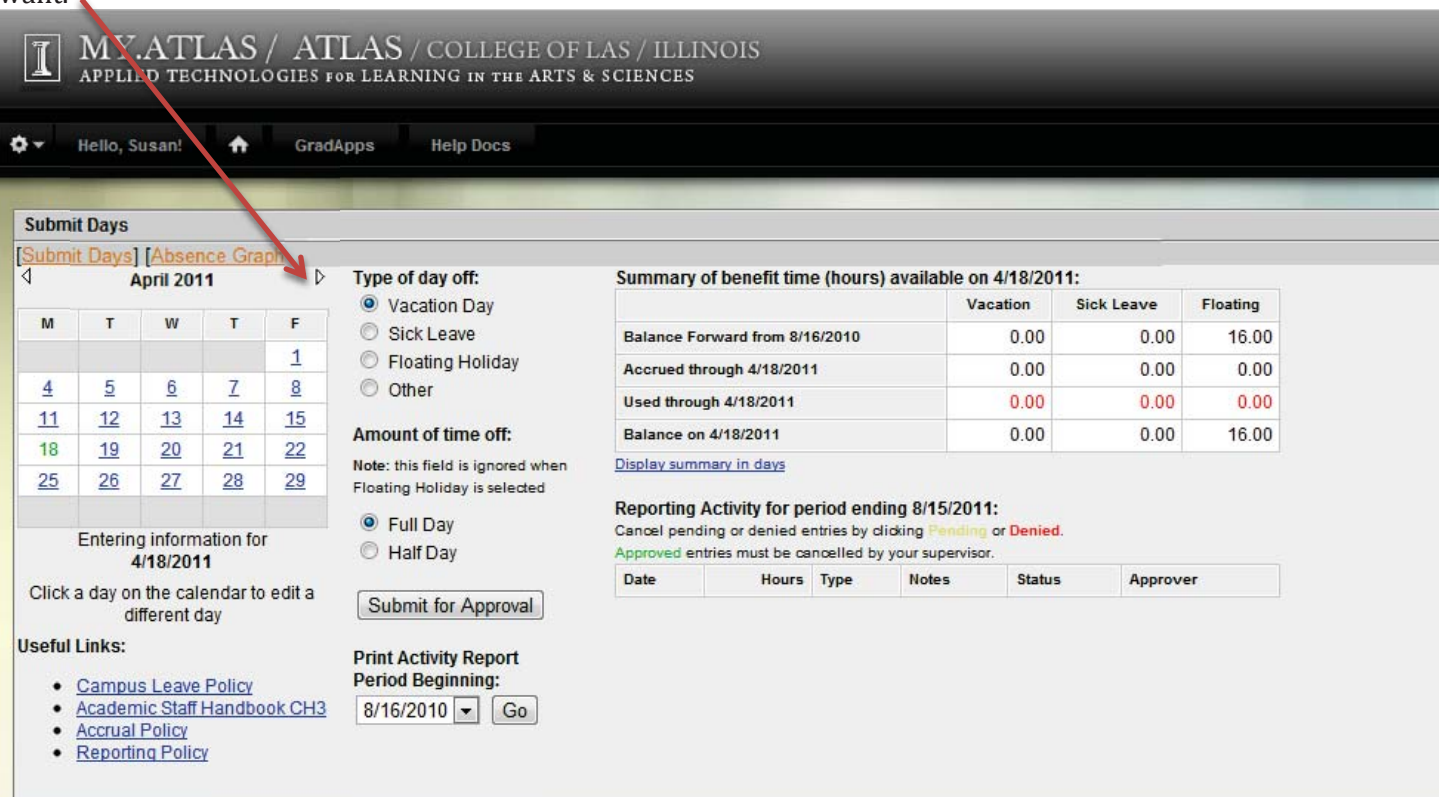
	Vacation	Sick Leave	Floating
Balance Forward from 8/16/2010	0.00	0.00	16.00
Accrued through 4/18/2011	0.00	0.00	0.00
Used through 4/18/2011	0.00	0.00	0.00
Balance on 4/18/2011	0.00	0.00	16.00

[Display summary in days](#)

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.

Date	Hours	Type	Notes	Status	Approver
------	-------	------	-------	--------	----------

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



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Hello, Susan! GradApps Help Docs

Submit Days
[Submit Days] [Absence Graph]

April 2011

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Entering information for 4/18/2011

Click a day on the calendar to edit a different day

Useful Links:

- [Campus Leave Policy](#)
- [Academic Staff Handbook CH3](#)
- [Accrual Policy](#)
- [Reporting Policy](#)

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

Print Activity Report
Period Beginning: 8/16/2010

Summary of benefit time (hours) available on 4/18/2011:

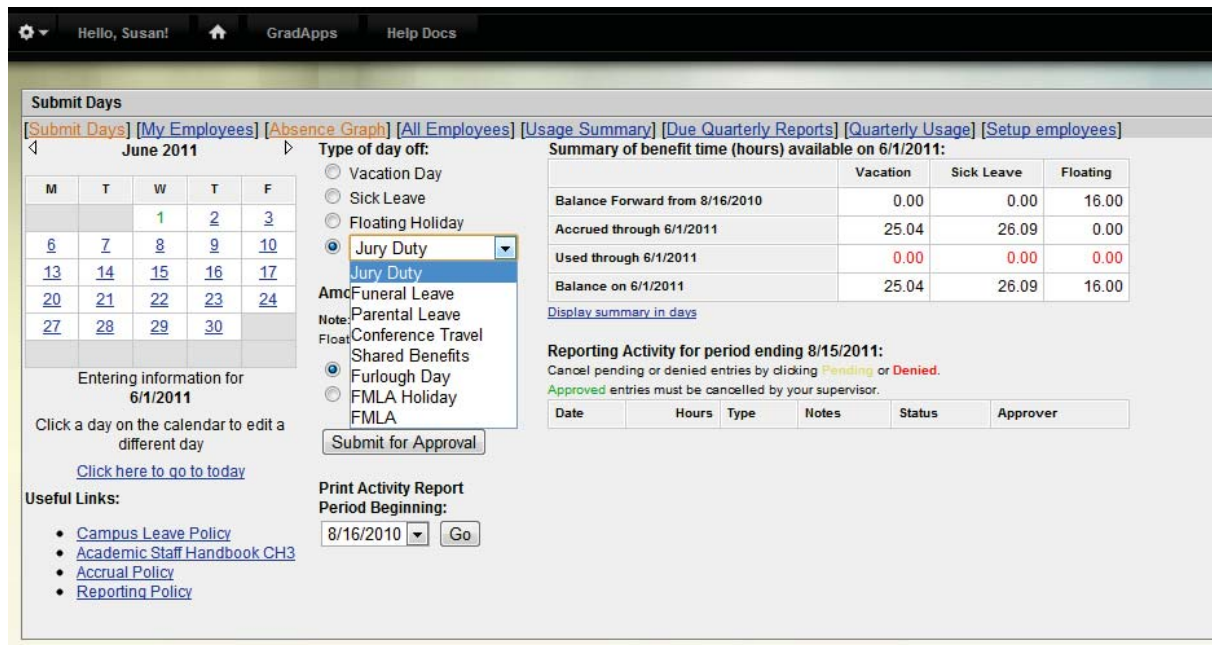
	Vacation	Sick Leave	Floating
Balance Forward from 8/16/2010	0.00	0.00	16.00
Accrued through 4/18/2011	0.00	0.00	0.00
Used through 4/18/2011	0.00	0.00	0.00
Balance on 4/18/2011	0.00	0.00	16.00

[Display summary in days](#)

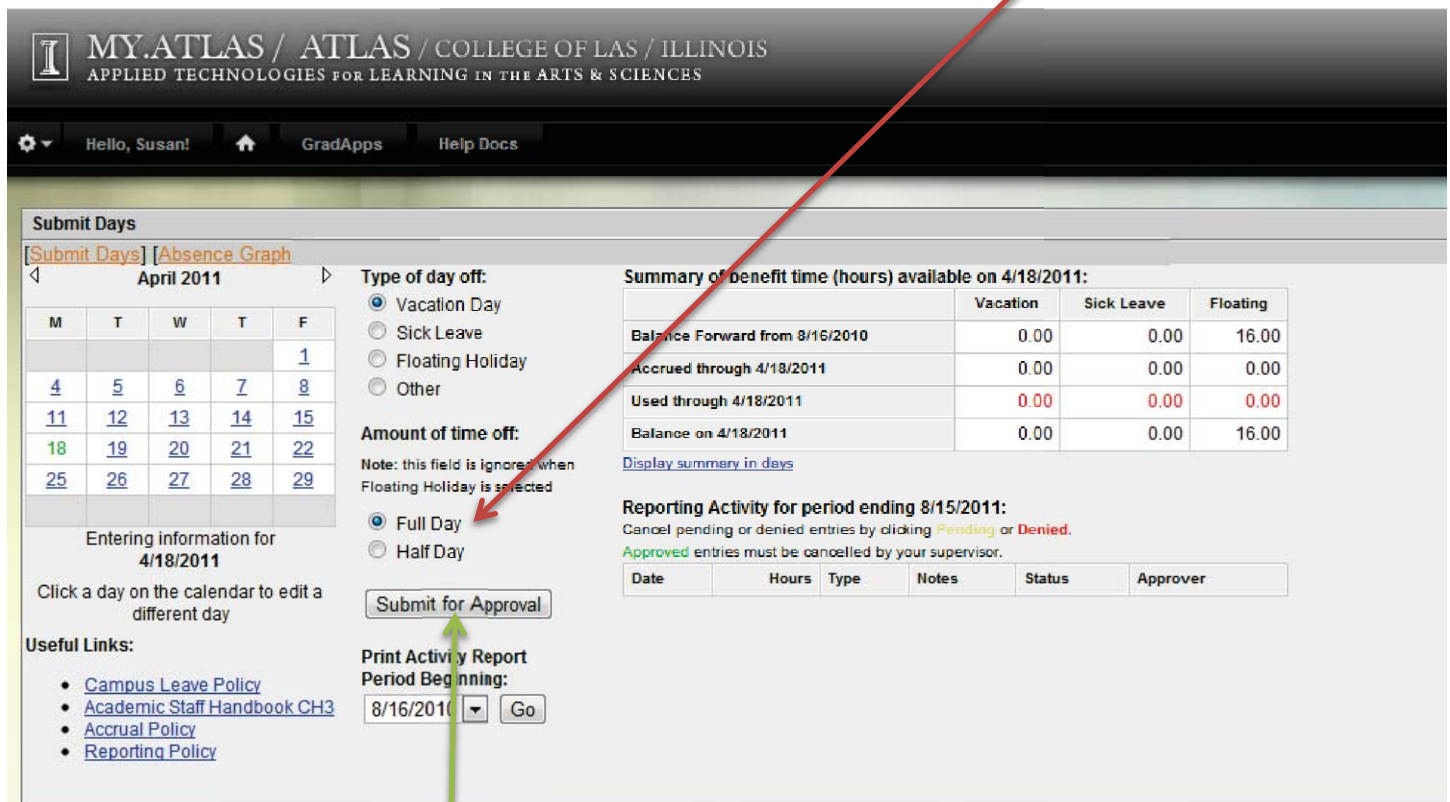
Reporting Activity for period ending 8/15/2011:
Cancel pending or denied entries by clicking **Pending** or **Denied**.
Approved entries must be cancelled by your supervisor.

Date	Hours	Type	Notes	Status	Approver
------	-------	------	-------	--------	----------

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.



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



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!**

Submit Days

[Submit Days] [My Employees] [Absence Graph] [All Employees] [Usage Summary] [Due Quarterly Reports] [Quarterly Usage] [Setup employees]

June 2011

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Entering information for 6/3/2011

Click a day on the calendar to edit a different day

[Click here to go to today](#)

Useful Links:

- Campus Leave Policy
- Academic Staff Handbook CH3
- Accrual Policy
- Reporting Policy

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

Print Activity Report

Period Beginning: 8/16/2010

Summary of benefit time (hours) available on 6/3/2011:

	Vacation	Sick Leave	Floating
Balance Forward from 8/16/2010	0.00	0.00	16.00
Accrued through 6/3/2011	26.43	27.54	0.00
Used through 6/3/2011	-8.00	0.00	0.00
Balance on 6/3/2011	18.43	27.54	16.00

[Display summary in days](#)

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.

Date	Hours	Type	Notes	Status	Approver
6/2/2011	8:00	Vacation		Pending	

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.

Submit Days

[Submit Days] [Absence Graph]

April 2011

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Entering information for 4/18/2011

Click a day on the calendar to edit a different day

Useful Links:

- Campus Leave Policy
- Academic Staff Handbook CH3
- Accrual Policy
- Reporting Policy

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

Print Activity Report

Period Beginning: 8/16/2010

Summary of benefit time (hours) available on 4/18/2011:

	Vacation	Sick Leave	Floating
Balance Forward from 8/16/2010	0.00	0.00	16.00
Accrued through 4/18/2011	0.00	0.00	0.00
Used through 4/18/2011	0.00	0.00	0.00
Balance on 4/18/2011	0.00	0.00	16.00

[Display summary in days](#)

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.

Date	Hours	Type	Notes	Status	Approver
------	-------	------	-------	--------	----------

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:

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.