

Vacation Balance Report ZTMRVACBAL

Payroll Administration Branch

December 1, 2017



The Vacation Balance Report (ZTMRVACBAL) will assist Time Keepers and Time Approvers in tracking the vacation usage for employees assigned to their cost center.

Benefits of the Vacation Balance Report:

- To track the current vacation balance of the employee.
- To track the vacation cap of the employee.
- To project the excess vacation hours of the employee.
- To view vested vacation bank for eligible employees.
- The report can be generated for individual employees or multiple employees.

Use the following instructions to generate the **Vacation Balance Report**. The instructions begin from the **Vacation Balance Report** home screen.

- Select Vacation Balance Report.
- The Key Date will auto populate with the current date.
- The Vacation Accrual Upto Date will display the fiscal year end. (Do not change this date).
- The cost center will auto populate.
- Enter the Person ID.

- Select .

A screenshot of the "Vacation Balance Report" web form. The form has a title bar "Vacation Balance Report" and a toolbar with icons. It contains sections for "Report" (with radio buttons for "Vacation Balance Report" and "Employee Statement"), "Key date" (with input fields for "Key Date" and "Vacation Accrual Upto Date"), and "Details" (with input fields for "Cost Center" and "Person ID / Personnel Number"). Red boxes highlight the "Vacation Balance Report" radio button, the "Key Date" field, and the "Person ID / Personnel Number" field. The "Key Date" field shows "11/28/2017" and the "Vacation Accrual Upto Date" field shows "06/30/2018". The "Cost Center" field shows "1057401".

NOTE: The Vacation Balance report will only display the current vacation balance or the vacation balance for previous pay periods. To view the vacation balance for previous pay periods, change the key date to the last day of the pay period. View sample chart below:

Payroll Area	Key Date	Vacation Balance
SM	11/15/2017	1st - 15th
SM	11/30/2017	16th - 30th
CL	11/30/2017	1st - 30th
CE	11/30/2017	1st - 30th

The Vacation Balance Report will display as shown below.

Vacation Balance Report														
As of Date 11/30/2017														
This Report will assist the Time Administrator to track the vacation usage of the employees assigned to their Cost Center.														
For more information concerning the vacation policy, please refer to the applicable Bargaining Agreement or Personnel Commission Rule.														
Cost Center : 1057401 Payroll Administration Branch														
PersonID	Employee Name	S	PA	PSA	EG	ESG	Vac. Accrual Factor	Vacation Bank (A)	18 Months Vac.Cap (B)	Maximum Allowed (C)	Current Balance (D)	Projected Vac.Earnings 06/30/18 (E)	Projected Excess Hrs (F)=(E)-(C)	Waived Vac.Hrs (G)
		3	1LMX	AGXX	A	RI	0.09232	11.385	289.15000	300.54000	303.60980	415.13236	114.59236	0.00000
Projected Excess Hours (Column F) will display the excess vacation hours that you should use prior to 07/01/2018 to bring your balance to the Maximum Allowed (Column C).														

A) Vacation Bank (Vested Vacation)

B) 18 Months Vacation Cap

D) Current Vacation Balance

F) Projected Excess Hours



Projected Excess Hours will display the excess vacation hours that should be used prior to the June 30th fiscal year end. Employees that have vacation balances that exceed the vacation cap on June 30th fiscal year end, will have their balance adjusted to their maximum allowed vacation amount effective July 1st of the following fiscal year.