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.

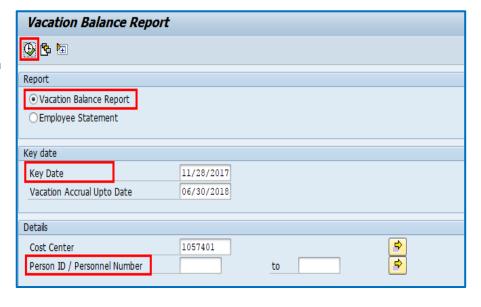


Benefits of the Vacation Balance Report:

- 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.

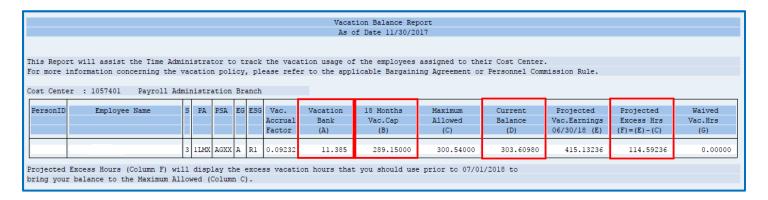
- Select Vacation Balance Report.
- The Key Date will auto populate with the current date.
- The Vacation Accrual Upto Date will display the fiscal year end. (Do not change this date).
- The cost center will auto populate.
- Enter the Person ID.
- Select



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.



- 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.