

# Vacation Balance Statement

Employee Self Service (ESS)

## Payroll Administration

October 1, 2024

### Accessing Employee Vacation Balance Statement on ESS



Vacation earning employees have the ability to access their vacation balance report at any time on ESS through **My Vacation Balance**. The information provided in **My Vacation Balance** is a more detailed depiction of accrued, vested, current and excess balances than the Remuneration Statement (paystub).

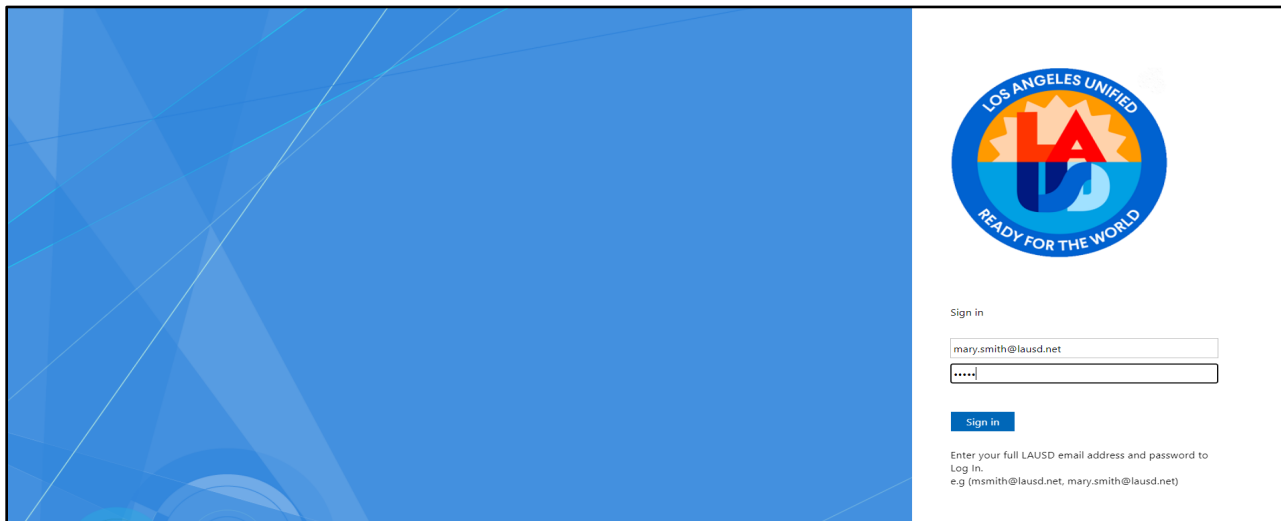
My Vacation Balance also provides a projection of your vacation accrual to the end of the current pay period. This feature is extremely useful in planning vacation usage so that the accrued balance does not exceed the vacation cap. An employee earns vacation credit at the accrual rate for each hour for which pay is received.

This job aid provides step-by-step instructions on how to access **My Vacation Balance** on ESS and print out the report. Utilize **My Vacation Balance** to display your vacation balance details. The Employee Vacation Balance Statement provides information to assist you in planning your vacation usage so that you will stay within the allowed Vacation Cap Rule. For more information concerning the vacation policy, please refer to the applicable Bargaining Agreement or Personnel Commission Rule.

### Login

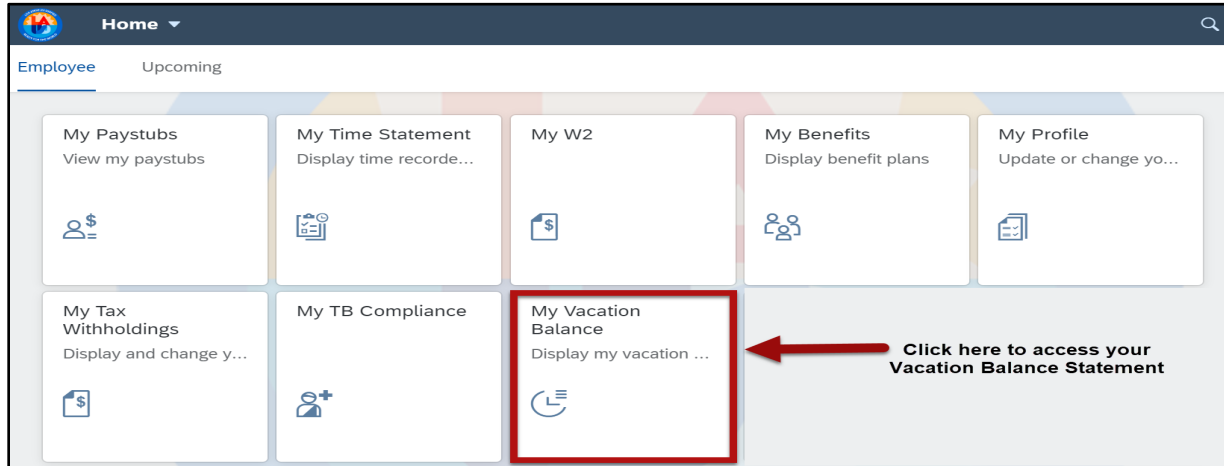
Use the following instructions to access and print your Employee Vacation Balance Statement on ESS.

1. Go to <https://ESS.lausd.net> (If accessing ESS using an LAUSD connection) or <https://gp.lausd.net> (If accessing ESS from home or non-district site)
2. Type your LAUSD Single Sign-On email and password (e.g.mary.smith@lausd.net).
3. Click on **Sign in**.



## View and Print

- The ESS launch pad displays several Tiles, which is dependent on your security profile. Each Tile represents an application (My Paystubs, My Time Statement, My W2, My Benefits, My Profile, My Tax Withholdings, My TB Compliance, My Vacation Balance, etc.).
- Click on the **My Vacation Balance** Tile.



- Review vacation balance information and values for each data field.

**EMPLOYEE VACATION BALANCE STATEMENT** Print

As of Date 10/01/2024

Vacation Accrual Factor:	<input type="text" value="0.07693"/>
Vacation Bank (A):	<input type="text" value="0.00000"/>
18 Months Vacation Cap (B):	<input type="text" value="240.94000"/>
Maximum Allowed (C):	<input type="text" value="240.94000"/>
Current Balance (D):	<input type="text" value="113.92710"/>
Projected Vacation Earnings 10/15/2024 (E):	<input type="text" value="120.69694"/>
Projected Excess Hours (E)-(C) = (F):	<input type="text" value="0.00000"/>

Projected Excess Hours (Data Field F) will display the excess vacation hours that you should use prior to 10/16/2024 to bring your balance to the Maximum Allowed (Data Field C).

- Click on the **Information** icon for a description of each data field.

18 Months Vacation Cap (B):

- As of July 1, 2022, employees no longer accrue vacation hours if the hours in the Maximum Allowed field exceed the number of vacation hours in Current Balance. Vacation hours will start accruing again once you are below that threshold. If your current



Allowed field exceed the number of vacation hours in Current Balance. Vacation hours will start accruing again once you are below that threshold. If your current

vacation balance statement indicates that you will be in excess at the end of the current pay period, it is recommended that you speak with your administrator/supervisor and submit your vacation time request to use the excess before the end of the current pay period.

- Click the **Print** button if you choose to print your Employee Vacation Balance Statement.



## Vacation Balance Statement Data Fields

FIELDS	COLUMN	DESCRIPTION
Vacation Accrual Factor		Hourly earnings factor based on years of service or classification.
Vacation Bank	(A)	Vested hours set apart at the implementation of the vacation policy (balance as of June 30, 1994).
18 Months' Vacation Cap (B)	(B)	Average days per month (21.75) X Daily Working Hours X Vacation Accrual factor X 18.
Maximum Allowed	(C)	Vested Vacation (A) + VAC CAP (B). If your vacation balance is equal to or above this amount you will not accrue any additional vacation hours until the balance falls below this amount.
Current Balance	(D)	Vacation Hours Balance as of the key date. This includes the Vested Vacation Bank (Data Field A).
Projected Vacation Earnings	(E)	Current Balance plus projected earnings until the date specified. This amount does not take into consideration any future or planned vacation usage.
Projected Excess Vacation Hours	(F)	Based on the projected vacation earnings compared to the maximum vacation allowance. These are the hours that must be used in order to not exceed the maximum vacation allowed.
Waived Vacation Hours	(G)	Hours previously approved for vacation that the employee was prevented or prohibited from taking by the administrator. Waived hours are included in the current balance and must be taken by the end of the fiscal year.

## Technical Assistance

Contact the ITS Helpdesk. Contact options are available at <https://www.lausd.org/helpdesk> or call (213) 241-5200. Phone lines are open 7:30 a.m. to 5:00 p.m., Monday through Friday.