

E 5 How to Plan Personal Vacation

Access level: All Employees

Learn: How personal vacation is entered in TimeLog Project.

All employees with a normal working time can plan vacation from the main menu link *Personal Vacation Calendar*.

Personal Vacation Calendar

Figure 1: Main Menu-> Personal Vacation Calendar

- Select a *Period*: start date 1 and end date 2 with the calendar icon.
- Enter a *Comment*: e.g. Summer 3.
- Select an *Absence Code*: from the drop down menu 4.
- Click on *Save* 5 in order to save the vacation in the vacation accounting system.

Planned vacation can be viewed in the *Company Vacation Calendar* 6.

Figure 2: Main Menu -> Personal Vacation Calendar

- The planned vacation is outlined weekly, equal to the normal working time for the employee 7.
- In this case: two weeks of 37 hours each.

Figure 1: Main Menu -> Personal Vacation Calendar

PERSONAL VACATION CALENDAR - ASC [Search (F2) | Personal Profile | Help (F1) | Log Out]

Main Menu -> Personal Vacation Calendar - ASC

View

Employee: ASC (Ashlee Samson) [v]
 Vacation Year: 01/01/2008 - 31/12/2008 [v]
 Show

Shortcuts

Company Vacation Calendar

New Vacation Registration

Period: 14/01/2008 [c] 25/01/2008 [c]
 Comment: Summer [3]
 Absence Code: 10 Vacation [v]
 Save [5]

Personal Vacation Calendar: ASC

From	To	Comment	Absence Code	Hours
01/01/2008	01/01/2008	New Year's Day		0
14/01/2008	18/01/2008	Thailand	10 Vacation	37 [Delete]
21/01/2008	25/01/2008	Thailand	10 Vacation	37 [Delete]
21/03/2008	21/03/2008	Good Friday		0
24/03/2008	24/03/2008	Easter Monday		0
05/05/2008	05/05/2008	Early May Bank Holiday		0
26/05/2008	26/05/2008	Spring Bank Holiday		0
25/08/2008	25/08/2008	Summer Bank Holiday		0
27/12/2008	27/12/2008	Christmas Day		0
Total				74

Figure 2: Main Menu-> Personal Vacation Calendar

14/01/2008	18/01/2008	Thailand	10 Vacation	37 [Delete]
21/01/2008	25/01/2008	Thailand	10 Vacation	37 [Delete]