

E 6 How to Create a New Vacation Year for Employees

Access level: Director and System Administrator

Learn: How to allocate absence hours for a new vacation year.

In the beginning of a new vacation year, an administrator should deposit vacation hours on the employees' vacation accounts equal to the earned amount of vacation hours.

The employees can plan their vacation from *Main Menu -> Personal Vacation Calendar* and the vacation accounting will automatically register used vacation hours and update the account.

Allocating vacation

Figure 1: Main Menu -> Management Reports -> Vacation/ Flex/Absence Administration

Click on the link *New Adjustment* ①.

Figure 2: Main Menu -> Management Reports-> Vacation/ Flex/Absence Administration -> New Adjustment

- Select which *Employee*: that should be allocated vacation hours from the drop down menu ②, or select All Employees if everyone should have the same amount of hours allocated.
- Select the *Absence Code*: *Vacation* from the drop down menu ③.
- Select a *Date*: for when the vacation period starts with the calendar icon ④.
- In case it is not possible to transfer remaining vacation or not used vacation, then tick off the check box *Reset*: ⑤.
- Enter the number of vacation hours in the new vacation year ⑥.
E.g.: 25 vacation days x 7.4 hours = 185 hours
- *Comment*: fields, (*for finance*) and (*for employee*), can be used for information about the new adjustments ⑦.
E.g.: 185 hours allocated.
- Click on *Save* to update the employees' accounts ⑧.
- In this example all the accounts will be updated with 185 hours starting January 1th.

Tip: When the *Reset*: check box has not been ticked off, remaining vacation will be transferred to the next vacation year.

Figure 1: Main Menu -> Management Reports-> Vacation/ Flex/Absence Administration

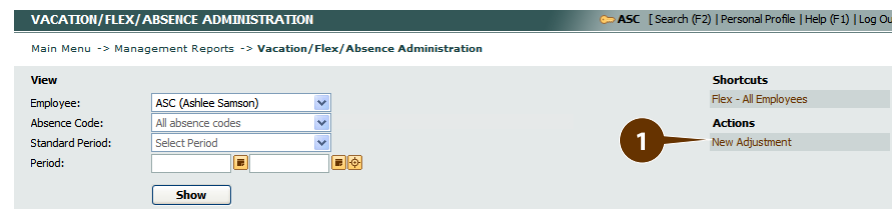


Figure 2: Figure 2: Main Menu -> Management Reports-> Vacation/ Flex/Absence Administration -> New Adjustment

