New Team Vacation Accruals Report for Managers

Starting June 24, 2021, managers will be able to access a new report from the Human Resource Management System (HRMS) to view vacation accrual and balance details for the Full-time Administration (Admin) and Support Staff employees on their team.

This report can be used by managers to aid them with vacation planning for employees who directly or indirectly report to them. Managers will be able to view vacation accrual and balance details for a current or future Effective Date, for the current vacation year.

Please refer to following pages to view what information will be included on the report and instructions on how to read the report on the HRMS.

Click here to view an HRMS Knowledge Base Article (KBA) on how to access this report.

Team Vacation Accruals Report – Key Terms

To understand the data on the report we have put together key terms and definitions to help you understand the data provided on the report.

Team Vacation Accruals Report

EFFECTIVE DATE
2021-06-22

Division	Department	Person Number	Person Name	Assignment Number	Assignment Type	Assignment Status	Manager Name	Plan Participation	Annual Entitlement	Max Days Allowed to Carry Over	Current Earned Vacation Balance as of Last Pay Period	Projected Vacation Balance at Effective Date	Scheduled Vacation by the End of Vacation Year	Projected Vacation Balance at the End of Vacation Year	Forfeit
Organizational Effectiveness	Human Resources and Organizational Effectiveness	180000102	FTAdmin, Maggie	E123456289	FT Administration	AC - Payroll Eligible	Prabhakar, Anant	HC Vacation Administration	25	40	43.64	46.52	4	47.32	7.32
									(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)

Report Column Header definitions

(i) **Annual Entitlement**: This displays an employee's annual vacation entitlement as per their terms of employment or the collective agreement.

(ii) **Max Days Allowed to Carry Over**: This displays the maximum number of vacation days that an employee can carry over without forfeiture. Refer to slide 4 for more information.

(iii) **Current Earned Vacation Balance as of Last Pay Period**: This displays the current vacation balance that an employee has earned up until the last pay period prior to the Effective Date. Note - this balance is updated after every pay deposit date. Refer to slide 4 for more information.

(iv) **Projected Vacation Balance at Effective Date**: This displays the projected balance the employee has or would have earned, as of the selected Effective Date. Managers will be able to view vacation balance details for a current or future Effective Date, for the current vacation calendar year.

(v) **Scheduled Vacation by the End of Vacation Year**: This displays the vacation days the employee has scheduled between the Effective Date and the end of the vacation calendar year.

(vi) **Projected Vacation Balance at the End of Vacation Year**: This displays the vacation balance projected for the end of the vacation calendar date. Refer to Slide 4 for more information.

(vii) **Forfeit**: This displays the calculation for the number of days the employee will forfeit if they do not use their vacation balance by the end of the vacation calendar year. This balance reflects any days that are above the Vacation Carry Over limit.

Note: The next few slides will provide examples for Full-time Admin and Support Staff vacation accruals and balance details according to the report columns headers on the Team Vacation Accrual Report.

Team Vacation Accruals Report - References

Note - an employee's annual entitlement, vacation accrual rate and their vacation calendar year will be dependent on their years of service and the employee group they belong to. The number of vacation days an employee can carry-over is governed by the Administrative Staff Vacation Policy and the Support Staff Collective Agreement.

Click on one of the links below to learn more about vacation entitlements and the accrual process:

Admin Staff   Support Staff