

» Reviewing Your Bank Balances

With the Time Tracking system, you can view all of your paid time off balances in one place. Please note, the balances are recorded in hours rather than days. Please see reverse side for instructions regarding converting your balance from hours into days.

1. To open your timesheet from the **Employee Dashboard**, select the **Enter My Hours** link from the **Time Entry** block.
2. You'll see your timesheet for the week. To see your time off balances, simply scroll to the bottom of the page and click the **Time Off** tab.
3. Your time off balances for vacation and sick time will display.

VACATION

The top two boxes record vacation balances.

- » **Vacation** (top left box) is your available balance accrued in the current fiscal year; accruals are posted on the 15th of each month.
- » **Vacation Carryover - Reset on 6/30** (top right box) is the amount of time you earned in the prior year that must be used by the end of the current fiscal year, which ends on June 30. When you request vacation time, the system will automatically deduct the time from this balance first; this practice ensures you maximize the use of your earned vacation time.
- » To determine your total available vacation time, add the "vacation" balance and "vacation carryover" balance together for total vacation hours available.

SICK TIME

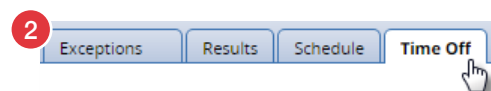
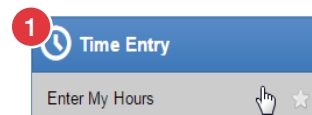
The bottom three boxes record sick balances.

- » Your **Sick - Total** includes sick time and, where appropriate, three days for personal sick time and 40 hours for family sick time; the balance displayed is the TOTAL amount of available sick time.
- » **Personal Time** displays your available personal time, a type of sick time, which is also reflected in your overall **Sick - Total** box.
- » **Family Sick** displays your available family sick time, a type of sick time, which is also reflected in your overall **Sick - Total** box.

EXAMPLE: If you have 80 hours **Sick - Total** time and 16 hours of **Personal Time**, if you use 8 hours for **Personal Time**, both your **Sick - Total** and your **Personal Time** balances will decrease by 8 hours. You will have 72 Sick-Total hours remaining and 8 hours of Personal Time.

Please note: It is possible for you to have zero hours of **Sick - Total** time and still have balances in the **Personal Time** and/or **Family Sick** records. This means that you will not be able to use the **Personal Time** and/or **Family Sick** time until the **Sick - Total** has the hours you want to take.

- » For individuals who accrue sick time, the accruals are posted on the 15th of each month.
- » For individuals whose sick time is allotted, the allotment is refreshed on July 1.



Vacation		Hours
Initial Balance Sun 12/02		70.00
Earned		0.00
Used		0.00
Ending Balance Sat 12/08		70.00
		No Details

Vacation Carryover - Reset on 6/30		Hours
Initial Balance Sun 12/02		69.50
Earned		0.00
Used		0.00
Ending Balance Sat 12/08		69.50
		No Details

Sick - Total		Hours
Initial Balance Sun 12/02		438.00
Earned		0.00
Used		0.00
Ending Balance Sat 12/08		438.00
		No Details

Personal Time		Hours
Initial Balance Sun 12/02		7.00
Earned		0.00
Used		0.00
Ending Balance Sat 12/08		7.00
		No Details

Family Sick		Hours
Initial Balance Sun 12/02		40.00
Earned		0.00
Used		0.00
Ending Balance Sat 12/08		40.00
		No Details

Converting Your Bank Balances from Hours to Days

Before you can convert your balance, you first need to determine your employee class by performing these steps:


1. From the **Employee Dashboard**, select the **Enter My Hours** link from the **Time Entry** block to open your timesheet.
2. Under your name, you will see your employee class listed. Class designations include but are not limited to O7, O8, A7, A8, SV/CT, and FB.

Bartlett, Bianca (000144560)

Position Title: Administrative Assistant | Manager: Andrews, Allison | Department: 30400 **Class: O8** Std Weekly Hours: 40.0

Neighbors, Ned (000988999) 

Position Title: Maintenance Mechanic (50090500) | Manager: Andrews, Allison | Department: 51040 **Class: CT** Std Weekly Hours: 40.0

Lake, Lisa (000950410) 

Position Title: Landscape Maintenance Worker (50171800) | Manager: Andrews, Allison | Department: 51040 **Class: SV** Std Weekly Hours: 40.0

Edwards, Eddie (000148337)

Position Title: Administrative Manager | Manager: Andrews, Allison | Department: 39430 **Class: A7** Std Weekly Hours: 35.0

Franklin, Fareed (000148085)

Position Title: Associate Coop Coordinator | Manager: Andrews, Allison | Department: 70010 **Class: FB** Std Weekly hours: 35.0

3. Take your time off hours and:
 - » If you are an O8, A8, SV, or CT, divide your hours by 8.
 - » If you are an O7 or A7, divide your hours by 7.
 - » If you are a full-time faculty member, divide your hours by 7.

For example, if you are an O8 and have a total of 88 vacation hours, you have 11 vacation days.

If you need clarification on your employee class or how to determine your balances, please contact your Time Administrator.

If you work part time, contact your Time Administrator or the HRM Customer Service Center at **617.373.2230** for more information on your time tracking processes.