

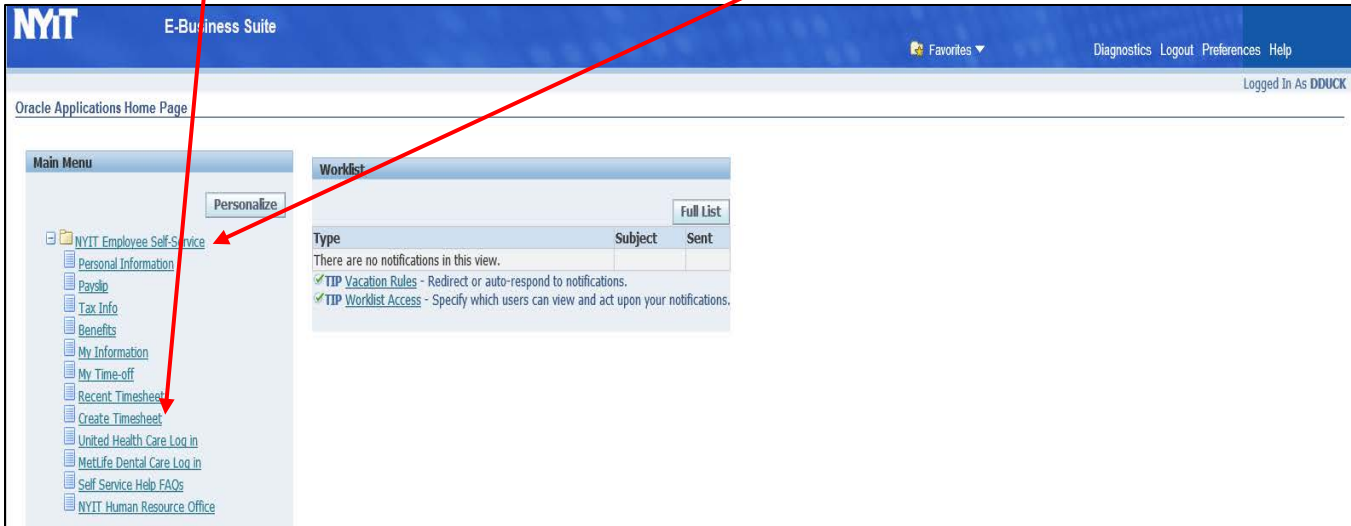
# 1) VIEWING VACATION ACCRUALS AND CREATING TIME-SHEETS THROUGH “CREATE TIMESHEET” (EXEMPT EMPLOYEES)

**Purpose:** Time Entry Process for employees submitting **Semi-monthly (15 day) Exception Only Time Sheet**

**Audience:** All **Full-Time Salaried Exempt employees** whose pay is based on Annual Salary

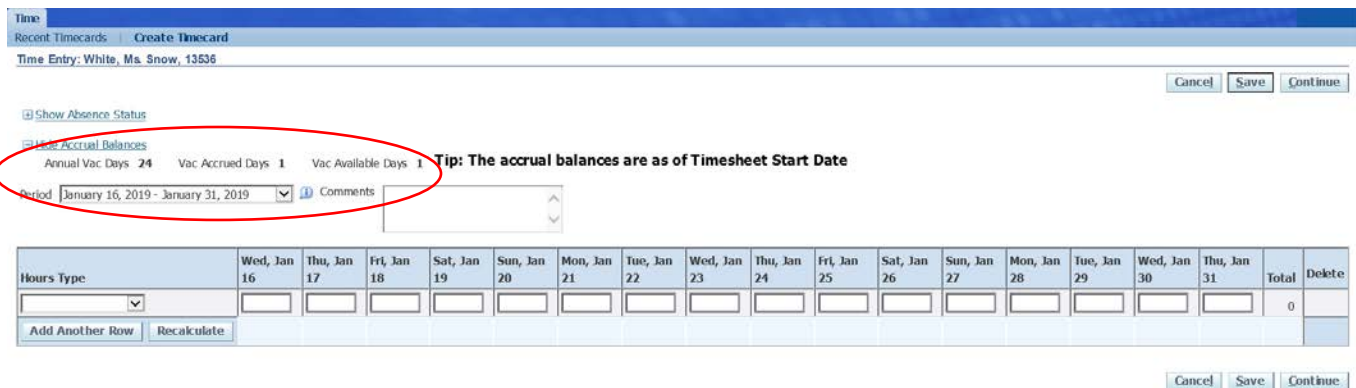
**Note:** This document assumes that you have successfully logged into **Employee Self-Service** online by going to MY.NYIT.EDU, Human Resources, Self-Service Application.

To begin, start at the Self-Service Application Home Page. Click on **NYIT Employee Self-Service** to view accruals under **Create Time-sheet:**



Here, you can view your “annual vacation days” which are the total hours you can accrue in a full year, “vacation accrued days” which you will have accrued by a given date and “vacation available days” which you have accrued but have not used. You should receive approval from your supervisor prior to taking vacation hours which have not yet been accrued. See [Employee Handbook](#) for additional information regarding vacation time.

Note: Vacation time is accrued on the 15<sup>th</sup> and last day of each month. Timesheets must be submitted and approved each pay period to ensure the accuracy of the balances.



**For your reference, the following are steps for entering and processing time-sheets:**

**Step: 1** Choose the correct Time Period from the “Period” drop down menu and type of absence from the “Hours Type” drop down menu. If there were no absences, simply click “Continue” and “Submit”.

- By default, the timesheet shows the current semi-monthly period’s timesheet page.
- The period always starts on 1st or 16th of the month.

Annual Vac Days 24 Vac Accrued Days 1 Vac Available Days 1 **Tip: The accrual balances are as of Timesheet Start Date**

Period  Comments

Hours Type	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18	Sat, Jan 19	Sun, Jan 20	Mon, Jan 21	Tue, Jan 22	Wed, Jan 23	Thu, Jan 24	Fri, Jan 25	Sat, Jan 26	Sun, Jan 27	Mon, Jan 28	Tue, Jan 29	Wed, Jan 30	Thu, Jan 31	Total	Delete
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>																		

**Step 2:** This is an exception only timesheet, entries are made for days not worked. You can report a full-day or half-day **not worked** under each date as shown below. Note: The only valid entry is “1”. Do not enter the actual number of hours worked. If you used time (sick, vacation, jury duty, etc.) on a specific date, enter a “1”. If you did not use any time, make no entries for that date.

No entries are needed for Holidays. Please leave those days’ blank.

Annual Vac Days 24 Vac Accrued Days 1 Vac Available Days 1 **Tip: The accrual balances are as of Timesheet Start Date**

Period  Comments

Hours Type	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18	Sat, Jan 19	Sun, Jan 20	Mon, Jan 21	Tue, Jan 22	Wed, Jan 23	Thu, Jan 24	Fri, Jan 25	Sat, Jan 26	Sun, Jan 27	Mon, Jan 28	Tue, Jan 29	Wed, Jan 30	Thu, Jan 31	Total	Delete
Vacation	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="button" value="Delete"/>
Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="button" value="Delete"/>
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>																		

**Step 3:** Press “Recalculate” to see the totals for each day as well as the pay period. “Recalculate” also opens another row should you need to enter another absence “Hours Type” as seen below. You can also add a row by using the “Add Another Row” button. Once all entries are made, click “Continue” to review the page.

Annual Vac Days 24 Vac Accrued Days 1 Vac Available Days 1 **Tip: The accrual balances are as of Timesheet Start Date**

Period  Comments

Hours Type	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18	Sat, Jan 19	Sun, Jan 20	Mon, Jan 21	Tue, Jan 22	Wed, Jan 23	Thu, Jan 24	Fri, Jan 25	Sat, Jan 26	Sun, Jan 27	Mon, Jan 28	Tue, Jan 29	Wed, Jan 30	Thu, Jan 31	Total	Delete
Vacation	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="button" value="Delete"/>
Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="button" value="Delete"/>
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>																		

**Step 4:** Once reviewed, click “Submit” to send your timesheet to your supervisor.

Week Starting **Wednesday, January 16 2019**  
 Timecard Period (days) **16**  
 Comments

Hours Type	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18	Sat, Jan 19	Sun, Jan 20	Mon, Jan 21	Tue, Jan 22	Wed, Jan 23	Thu, Jan 24	Fri, Jan 25	Sat, Jan 26	Sun, Jan 27	Mon, Jan 28	Tue, Jan 29	Wed, Jan 30	Thu, Jan 31	Total
Vacation		1															1
Sick								1									1

## 2) VIEWING VACATION ACCRUALS THROUGH “MY TIME-OFF”

### Viewing Vacation Accrual Balances

Under **NYIT Employee Self-Service** view accruals under **My Time-off**:

The screenshot shows the NYIT E-Business Suite interface. On the left is a 'Main Menu' with a 'Personalize' button. The menu items include: NYIT Employee Self-Service, Personal Information, Payscale, Tax Info, Benefits, My Information, My Time-off, Recent Timesheet, Create Timesheet, United Health Care Log in, MetLife Dental Care Log in, Self Service Help FAQs, and NYIT Human Resource Office. A red arrow points from the 'My Time-off' menu item to the 'Entitlement Balances' tab in the screenshot below. On the right is a 'Worklist' section with a 'Full List' button. Below the worklist, there is a notification area stating 'There are no notifications in this view.' and two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

### **My Time-off: Summary - View Accrual Balances under Entitlement Balances Tab**

You can view your annual vacation days, vacation accrued days and vacation available days under the Entitlement Balances Tab.

Note: timesheets must be submitted and approved each pay period to ensure the accuracy of the balances.

The screenshot shows the 'My Time-off: Summary' page. At the top right, it displays 'Employee Name' and 'Organization Email Address'. Below this are two tabs: 'Absence Summary' and 'Entitlement Balances'. The 'Entitlement Balances' tab is selected. Under this tab, there is a 'Hide Accrual Balances' checkbox which is checked. Below the checkbox are two tips: 'TIP The accrual balances are as of: 23-Jan-2019.' and 'TIP Enter the date for which you wish to view Leave accruals.' There is an 'Effective Date' input field with a calendar icon and a 'Go' button. Below the input field, an example date '(example: 23 Jan 2019)' is shown. At the bottom, a red oval highlights the following summary: 'Annual Vac Days 24', 'Vac Accrued Days 1', and 'Vac Available Days 1'.

Vacation time is accrued on the 15<sup>th</sup> and last day of each month.

Entering an **effective date** for any day you wish to view accruals will show “Vac Accrued Hrs” and “Vac Available Hrs” for that date. After changing the effective date, click **Go** to see your accruals for that date.

**My Time-off: Summary**

Employee Name  
Organization Email Address

**Absence Summary** **Entitlement Balances**

Hide Accrual Balances

✓ **TIP** The accrual balances are as of: 15-Feb-2019.  
✓ **TIP** Enter the date for which you wish to view Leave accruals.

Effective Date

(example: 22-Jan-2019)

Annual Vac Days **24**    Vac Accrued Days **3**    Vac Available Days **3**

Note: always use the **Home** button on the upper right hand corner of the NYIT ribbon to go back to a previous step. Do not use the back arrow button.

#### Resources:

- Human Resources: contact [hr@nyit.edu](mailto:hr@nyit.edu) with questions about the vacation policy or instructions.
- Payroll: contact [payroll@nyit.edu](mailto:payroll@nyit.edu) for specific balance issues or individual concerns about vacation time.
- Service Central: contact [servicecentral@nyit.edu](mailto:servicecentral@nyit.edu) if you have trouble logging in to the self-service application.