

Quick Reference Guide for Employees

1. Log in

<https://webapp.mis.vanderbilt.edu/exemptTimeOff>

You will need a VUnetID and ePassword to log in.

2. Select Preferred Approver

To change the Preferred Approver, click the drop-down menu and select an approver from the list. All approvers listed can access, view, approve or submit your report. The approver you select will be saved as the default.

3. Verify Standard Hours/Day

Standard Hours/Day: Preferred Approver:

To change hours, the time entered must be between 0.00 and 24.00.

4. Enter Time Off

To enter time off, click on the drop-down menu for the appropriate day and choose the type of time off. Time is reported in full shift increments. Only one type of time off can be selected per day.

May 2014		June 2014					July 2014
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
01	02	03	04	05	06	07	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
08	09	10	11	12	13	14	
<input type="text"/>	<input type="text"/> <ul style="list-style-type: none"> FlexPTO Grand Sick Personal Holiday Jury Duty Bereavement Pd Parental Lv 	<input type="text"/>					
15	16	17	18	19	20	21	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
22	23	24	25	26	27	28	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
29	30						
<input type="text"/>	<input type="text"/>						

I have no time off to report

To report no time off, click the box beside *I have no time off to report*. Note that holidays are considered time off. If the month has a holiday, you should not select *I have no time off to report*.

Once a type of time off is selected from the calendar, the *Time Off Summary* will then reflect those hours as Current Time Off (hours). The ending balance will then update automatically.

Reporting Prior Time Off: To enter prior time off, click on the *Report Prior Time Off* box, enter hours taken in the *Prior Time Off* column and add a comment. *Keep in mind that all text in the comment box becomes a part of your permanent time off record.*

Time Off Summary				
	Starting Balance (hours)	Current Time Off (hours)	Prior Time Off (hours)	Ending Balance (hours)
FlexPTO	222.65	0.00	<input type="text" value="0.00"/>	222.65
Grand. Sick	355.03	0.00	<input type="text" value="0.00"/>	355.03
Personal	0.00	0.00	<input type="text" value="0.00"/>	0.00
Holiday		0.00	<input type="text" value="0.00"/>	
Jury Duty		0.00	<input type="text" value="0.00"/>	
Bereavement		0.00	<input type="text" value="0.00"/>	
Pd Parental Lv		0.00	<input type="text" value="0.00"/>	

Report Prior Time Off Note: Balances do not reflect current month accruals
 Prior Time Off Comment:

FMLA Time Off Summary

FMLA Time Off (hours)

FMLA Time Off

FMLA Time Off Summary: To enter FMLA time, click on the *FMLA Time Off Summary* box and then enter the hours of time off (partial days accepted).

5. Save and Submit

- Click **Save** to save any changes made to the report.
- Click **Submit** to submit your time off report to your preferred approver. You must submit your report on or before the **10th calendar day** of each month.
- Use the **Clear All** button to reset the form. Your time off status will not change.