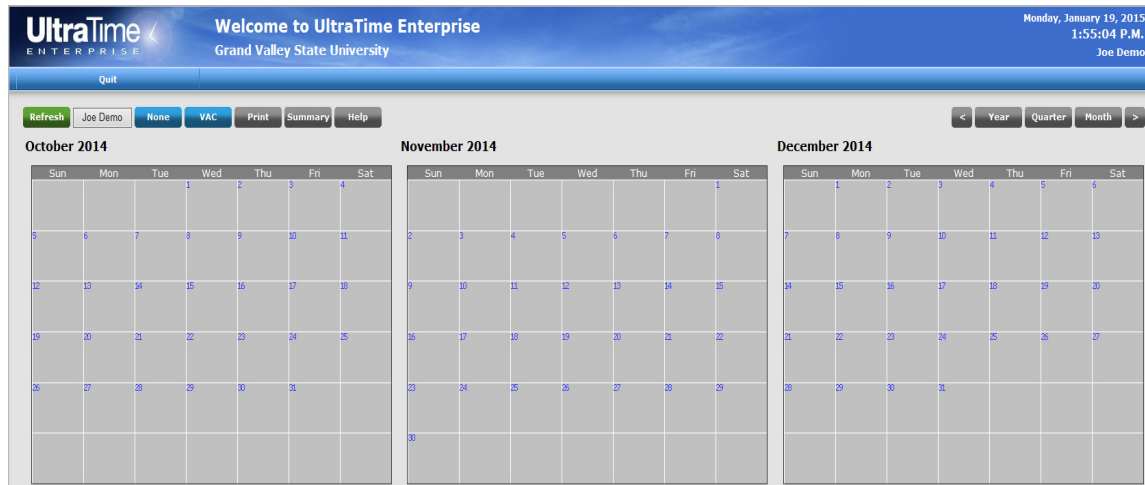# AP Vacation Hours Entry

Overview

The AP Vacation entry screen allows AP employees to enter their vacation hours for the quarter. By clicking on a day, the user is presented with a screen for entering the vacation hours for that day. If no vacation hours were taken in the quarter, it is required that the user create a "None" record for the last day of the quarter.
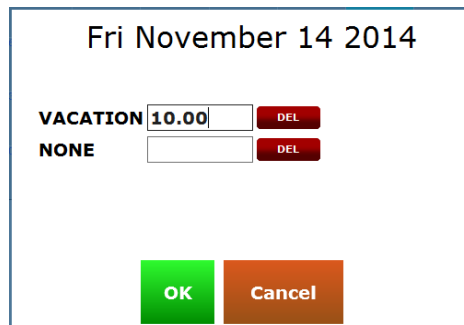
After logging in, a screen similar to the one shown below will be displayed with the current quarter.

Enter Vacation Hours for a Day

Vacation absence hours are entered by using a left-mouse click on the desired day to "drill into the cell". This will open a window that allows entry of the desired amount of hours for VACATION (or NONE as explained below).

Example of 10.00 Hours

Enter the desired amount of vacation hours and click the **OK** button to save. Repeat this process for each day in the quarter that had vacation hours.

Note: To edit the hours, simply click back on the hours field and change it. To delete the hours record, click on the corresponding red **Del** button. Pressing the **Cancel** button will return to the calendar without saving the record.

If No Vacation Hours were taken in the Quarter (None)

If there was no vacation taken in the quarter, left-mouse click on the last day in the quarter to "drill into the cell". Then enter 1.00 in the NONE field and click the **OK** button. The existence of a 'None' record is a confirmation to the payroll department that the user has completed the vacation time entry for the quarter and did not take any vacation.

Example Screen – Vacation

Screen below shows 10.00 hours of pending vacation taken on Friday, November 14, 2014. Once the supervisor "approves" the leave time, the cell will change from yellow to green.
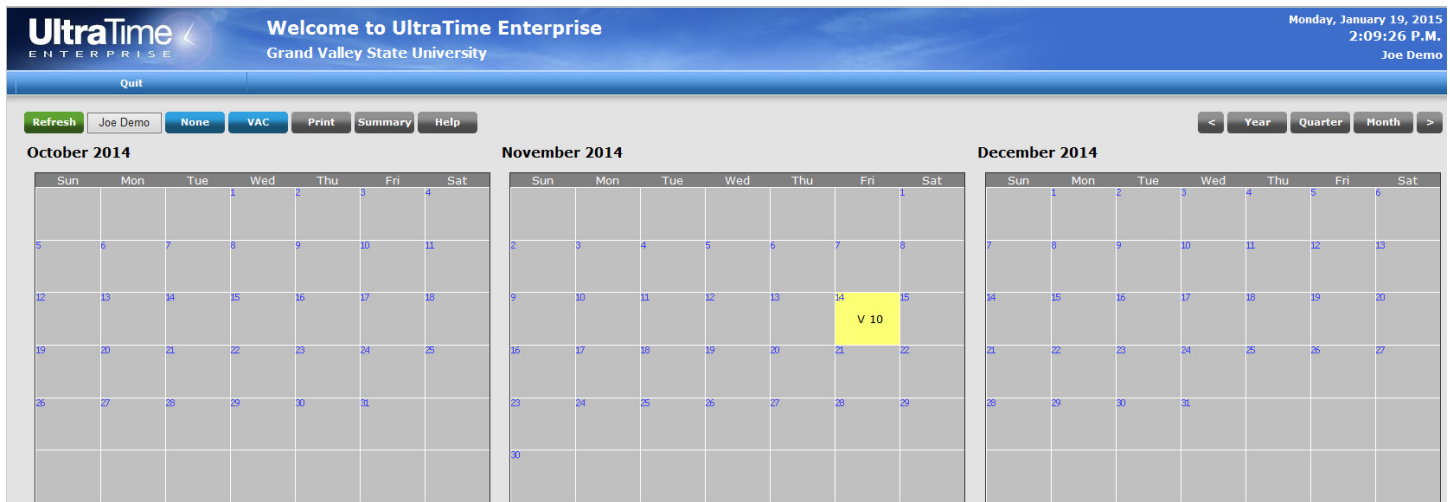
Example Screen – No Vacation

Screen below for 3rd Quarter of 2014 with no vacation taken. The 'None' record for 1.00 hours is shown on the last day of the quarter (September 30, 2014).
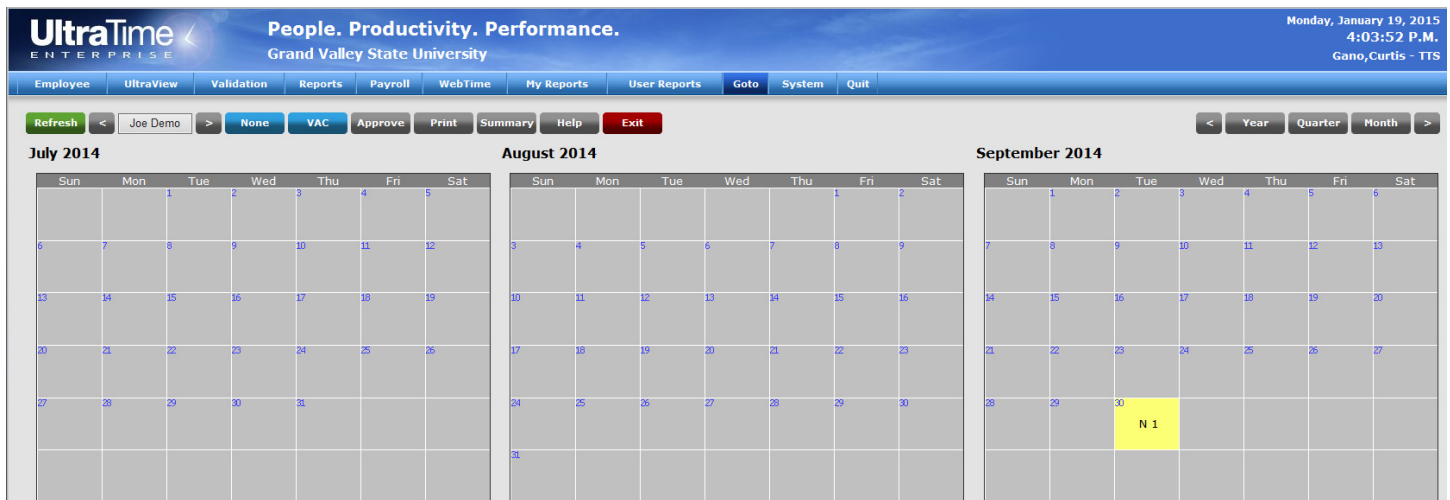

Remember:

- **Adding a 'None' record?**   Be sure to only add it for the last day of the quarter.

- **OOPS! Need to edit a record?**   To change the amount of hours or remove them, click on the appropriate day to open the hours entry window. Make the desired change then click **OK**. Or, to delete the record completely, click the red **Del** button next to the hours entry field then click the **OK** button.

- **Need to add a lot of Vacation Days?**   To quickly add multiple days of Vacation, use the blue VAC macro button as explained in the next section.
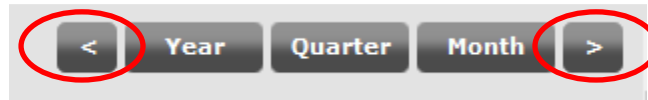
Keep Reading to Learn about Additional Features!

Tool Bar Keys Explained

Calendar – Select Time Frame and Dates

The calendar can be switched from quarter, to a single month or 12 month layout, simply by clicking on the respective buttons located on the main tool bar.
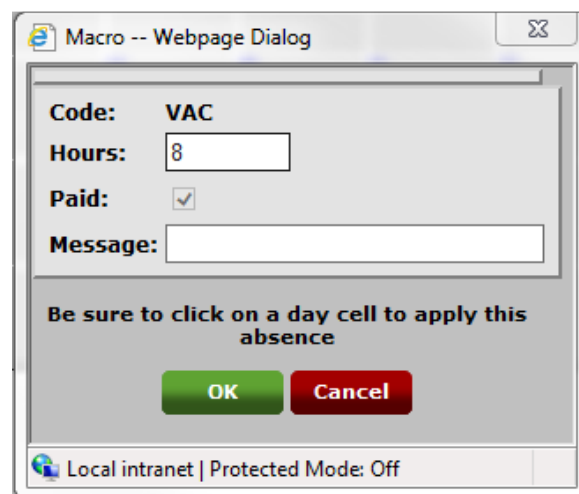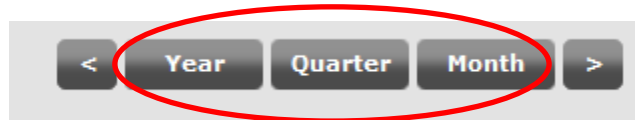

The Navigation arrows…

…allow moving forward or back one increment at a time respective to the view currently on. For example, one month at a time, one quarter at a time or one year at a time.

Using the Macro Tool Bar buttons to Enter Hours

To quickly add vacation for multiple days, use the blue Macro VAC button.

Click on either button and a window opens that shows the absence code chosen and provides a field that allows entry of an amount of hours.

Once the desired hours are entered, click the **OK** button and the mouse cursor will turn in to a plus, ⊕ .
Now, when hovering over a day the cell turns red…

A left mouse click commits the placement of absence hours on the highlighted day…

As long as the mouse cursor shows as the plus, ⊕ , it is still in the mode that allows clicking on a day cell to place absence hours. This means absence hours can be placed on multiple days without having to click on the blue VAC macro button again. To return the mouse back to normal function click the right mouse button.

*When adding a 'None' record, be sure to only add it on the last day of the quarter
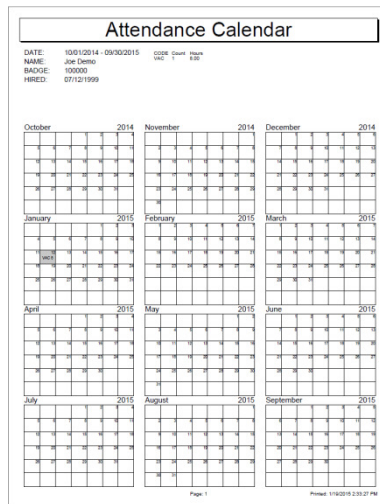
As with the previous hours entry method, drill into any day with hours to modify or delete the record.

Additional Buttons

The Print button

This button provides you with a report in PDF format that shows a 12 month calendar. Each day that absence hours are entered on will show respective day on the calendar. After selecting Print, select Attendance Calendar.

The Summary button

This button will open another window that display a summary of absence hours balance and previous pay period hours.
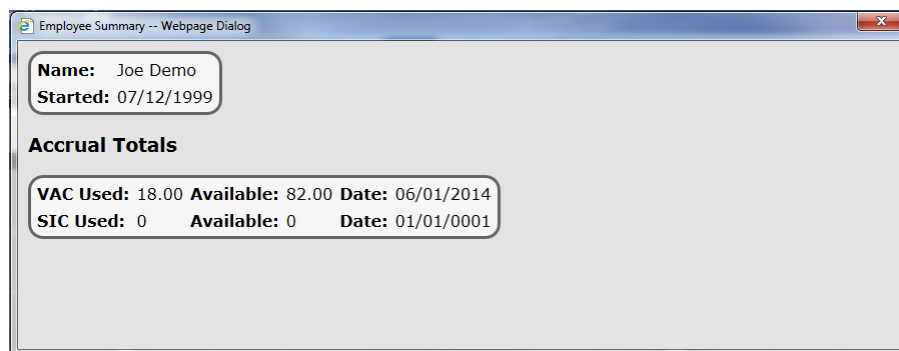
The Help button

This button will open the Help (PDF) document.