

Did you know you can find out what your paid leave balances were in HIP as today's date or any future date? Did you know that you can use your accrued leave benefits as soon as you earn them?

Even though HIP's time and leave features have a default display with the balances as of the last payroll that was processed for you, you can use any accrued leave as soon as you've earned it, and you can also determine what your balances are since the past payroll was run or forecast your leave balances for a future date too! The system allows employees, their supervisors, their Leave Keepers, and their HR Admins to do the same! Here's how.

Using your paid leave as soon as you accrue it

An *entitlement* (i.e., accrual) occurs when the State credits you with paid time off such as sick and vacation hours. Normally employees earn their entitlements when the second half of the month closes. Certain exceptions may apply however, and in accordance with union contract provisions:

- An entitlement may be *reduced* in circumstances where you took unpaid time off from work in the month such as LWOP, or when your department has you on a leave of absence during the month
- An entitlement may be *delayed* if you were on leave when the entitlement would occur at the end of the month, in which case you would receive the entitlement when you return from that leave again
- Sick entitlements are credited to UPW members who "earn as they go" meaning that they receive sick entitlements more often and their credited sick time will post at the end of each pay period
- Sick entitlements for employees on Workers' Comp leave may require manual adjustment by an HR office to credit an employee with their full amount of paid leave owed

Even though HIP displays the absence balances as of the last payroll that was processed, employees may utilize the paid leave as soon as it is earned, and HIP will not prevent an employee from requesting to use earned leave using the Request Absence tile.

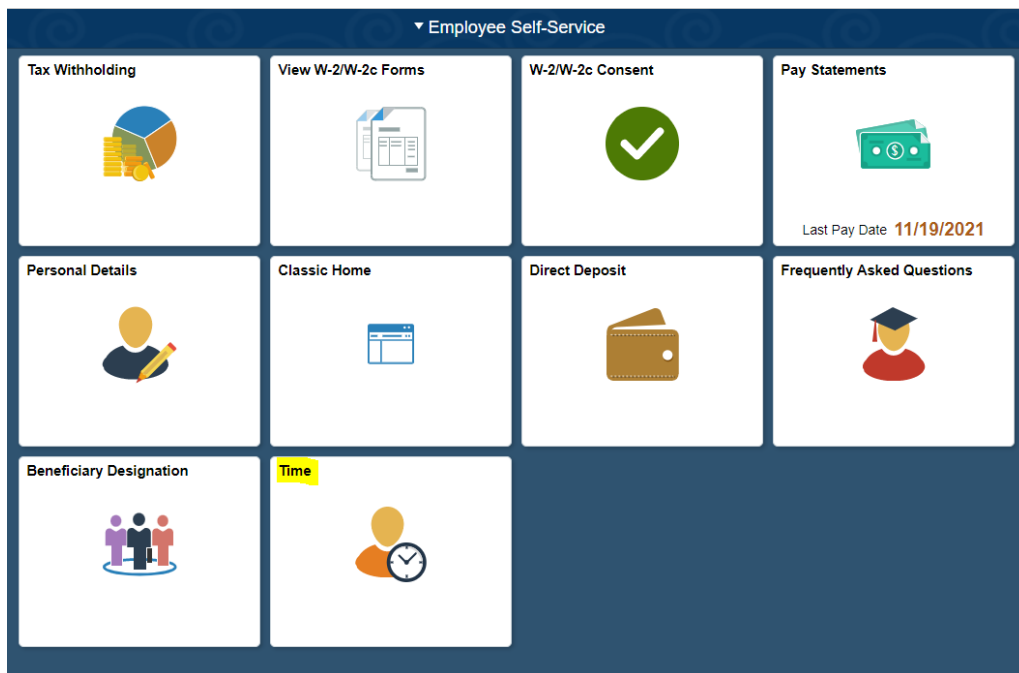
Let's take a look at how the forecast feature works for both current and future dates, first from the employee perspective and then from the supervisor's perspective. Leave Keepers and HR Admins can also use this feature.

Employee Finding Today's Balance

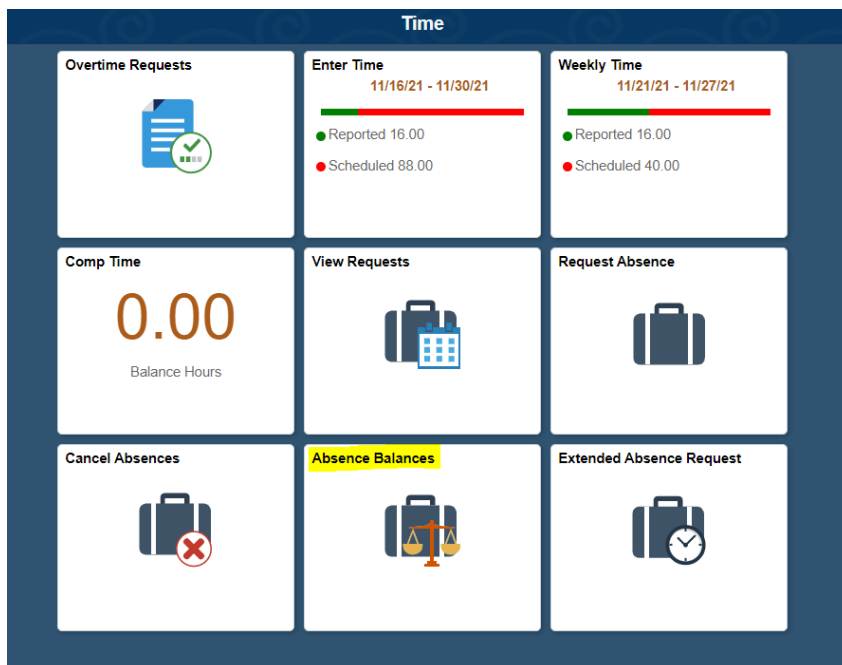
Let's say today's date is 11/23/2021, the last payroll for me was processed for the period ending 10/31/2021, and I want to know how much I have as of today, 11/23/2021.

Step 1: Log on to HIP.

Step 2: Navigate to the Time tile.



Step 3: Navigate to the Absence Balances tile.



Step 4: Note what your balances were as of the last payroll that was processed. For instance, this employee's Vacation Balance as 731 hours as of 10/31/2021. Today is 11/23/2021. Let's find out how much they earned as of today, 11/23/2021.


| Balances | |
|-------------------------------------|--------------|
| | |
| Vacation Leave Receive Ent | |
| As Of 10/31/2021 | 0.00 Hours |
| Sick Earn as you go Sick Ent | |
| As Of 10/31/2021 | 0.00 Hours |
| Vacation Balance | |
| As Of 10/31/2021 | 731.00 Hours |
| Sick Balance | |
| As Of 10/31/2021 | 774.00 Hours |

Step 5: Expand the Forecast Balance menu. To know what the vacation balance was as of 11/23/2021, input that date in the As of Date field. Enter Absence Name 02 – Vacation. Press Forecast Balance.

▼ Forecast Balance

As of Date

11/23/2021



Filter by Type

Vacation

▼

*Absence Name

02 - Vacation

▼

Current Balance

731.00 Hours**

Forecast Balance

[View Forecast Details](#)

Step 6. Review the information the system displays as the “Vacation Balance” on the top row. The employee’s balance as of 11/23/2021 is 722 hours, 9 less hours from the original vacation balance of 731 at the start of November. This means that the employee had taken 9 hours of vacation from 11/1/2021 to 11/23/2021. Note, they have not received their November entitlement because the month of November has not closed yet.

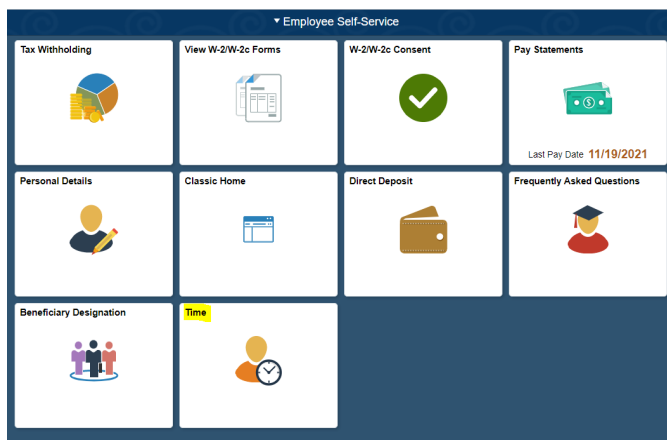
| Forecast Details | | × |
|--|--------|---|
| Vacation Balance 01/01/2021 - 12/31/2021 | 722.00 | |
| Vacation Entitlement Adj YTD 01/01/2021 - 12/31/2021 | 746.00 | |
| Vacation Entitlement YTD 01/01/2021 - 12/31/2021 | 42.00 | |
| Vacation Entitlement Take YTD 01/01/2021 - 12/31/2021 | 66.00 | |
| CONVERSION VAC ADJ 01/01/2021 - 12/31/2021 | 746.00 | |
| CONVERSION VAC BAL 01/01/2021 - 12/31/2021 | 0.00 | |
| CONVERSION VAC TAKE 01/01/2021 - 12/31/2021 | 24.00 | |

Employee Forecasting a Future Balance

Let’s say today’s date is 11/23/2021 and I want to forecast my vacation into next year, 1/1/2022. Here’s how I would do that.

Step 1: Log on to HIP.


Step 2: Navigate to the Time tile.



Step 3: Navigate to the Absence Balances tile.

Time

Overtime Requests



Enter Time

11/16/21 - 11/30/21

Reported 16.00

Scheduled 88.00

Weekly Time

11/21/21 - 11/27/21

Reported 16.00


Scheduled 40.00

Comp Time


0.00

Balance Hours


View Requests




Request Absence




Cancel Absences



Absence Balances



Extended Absence Request



Step 4: Note what your balances were as of the last payroll that was processed. For instance, this employee's Vacation Balance as 731 hours as of 10/31/2021. Today is 11/23/2021. Let's find out what this employee's vacation balance will look like as of 1/1/2022.


| Balances | |
|---|--------------|
| Vacation Leave Receive Ent As Of 10/31/2021 | 0.00 Hours |
| Sick Earn as you go Sick Ent As Of 10/31/2021 | 0.00 Hours |
| Vacation Balance As Of 10/31/2021 | 731.00 Hours |
| Sick Balance As Of 10/31/2021 | 774.00 Hours |

Step 5: Expand the Forecast Balance menu. To know what the vacation balance was as of 1/1/2022, input that date in the As of Date field. Enter Absence Name 02 – Vacation. Press Forecast Balance.

▼ Forecast Balance

As of Date

01/01/2022



Filter by Type

Vacation

▼

*Absence Name

02 - Vacation

▼

Current Balance

731.00 Hours**

Forecast Balance

[View Forecast Details](#)

Step 6: A window will pop up showing you that, although you had 698.50 hours as of the date of the last payroll, 10/31/2021, the forecast for your Vacation Balance as of the date you picked – 1/1/2022 – will be a balance of 742.00 hours.

| Forecast Details | | × |
|-------------------------------|--------|---|
| Vacation Balance | 742.00 | |
| 01/01/2022 - 12/31/2022 | | |
| Vacation Entitlement Adj YTD | 0.00 | |
| 01/01/2022 - 12/31/2022 | | |
| Vacation Entitlement YTD | 0.00 | |
| 01/01/2022 - 12/31/2022 | | |
| Vacation Entitlement Take YTD | 0.00 | |
| 01/01/2022 - 12/31/2022 | | |
| CONVERSION VAC ADJ | 0.00 | |
| 01/01/2022 - 12/31/2022 | | |
| CONVERSION VAC BAL | 0.00 | |
| 01/01/2022 - 12/31/2022 | | |
| CONVERSION VAC TAKE | 0.00 | |
| 01/01/2022 - 12/31/2022 | | |

The employee's vacation balance as of January 1, 2022 is 742 hours, considering that the employee had an original vacation balance of 731 hours as of 10/31/2021.

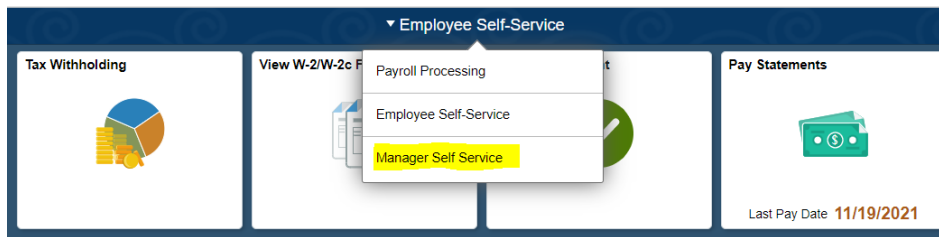
| | |
|---|--------------------|
| Balance as of 10/31: | 731.00 hours |
| Minus vacation taken in November: | - 17 hours |
| Plus expected Vacation accrual for November: | + 14 hours |
| Plus expected Vacation accrual for December: | + 14 hours |
| Total Expected Vacation Balance as of January 1, 2022: | = 742 hours |

Supervisor finding today's balance for an employee

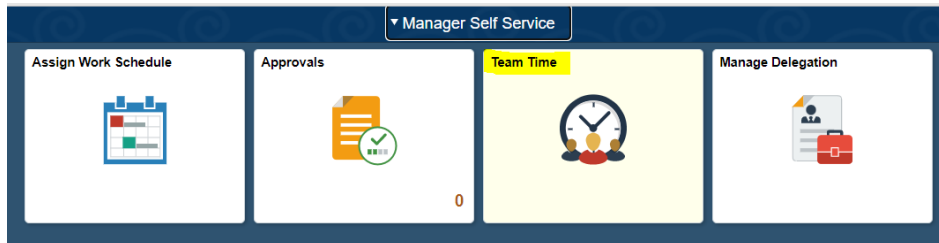
Let's say I'm a supervisor, today's date is 11/23/2021, and I want to forecast what my employee's vacation balance is as of today, 11/23/2021. Here's what I'm going to do:

Step 1: Log on to HIP.

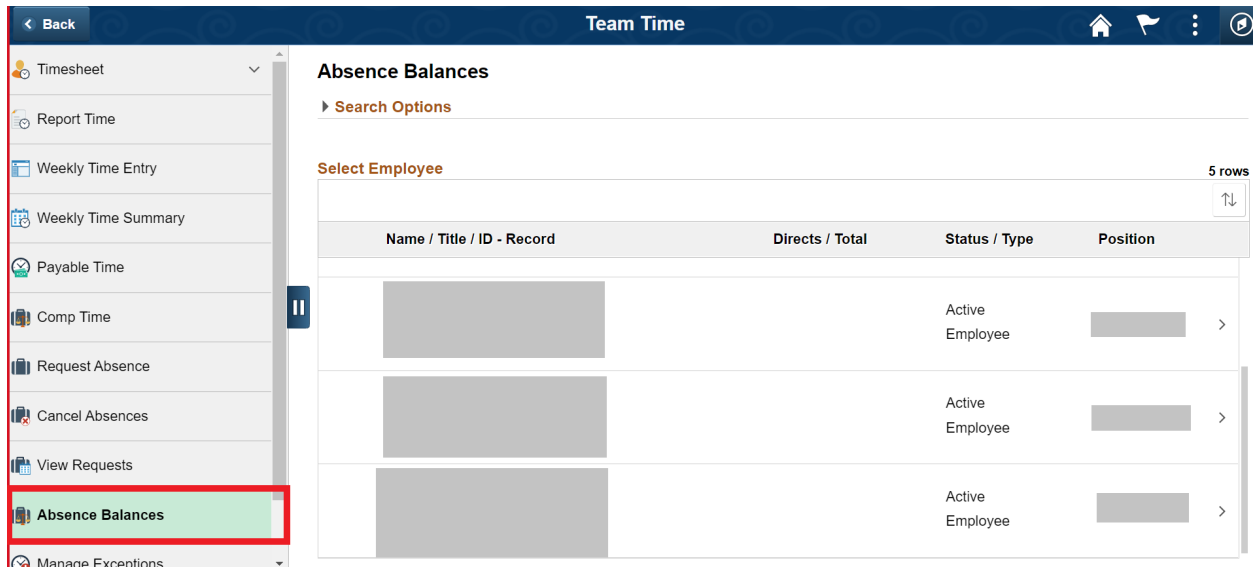
Step 2: Navigate to the Manager Self-Service menu at the top.



Step 3: Navigate to the Team Time tile.



Step 4: Navigate to the Absence Balance feature. A list of your direct reports will appear. [Names have been greyed-out in the screen shot for privacy reasons.]



Step 5: Click on a row to retrieve their data and run a forecast.

[Back](#)Team Time

Absence Balances

[Return to Select Employee](#)

| | |
|---|--------------|
| Vacation Leave Receive Ent As Of 10/31/2021 | 0.00 Hours |
| Sick Earn as you go Sick Ent As Of 10/31/2021 | 0.00 Hours |
| Vacation Balance As Of 10/31/2021 | 731.00 Hours |
| Sick Balance As Of 10/31/2021 | 774.00 Hours |

****Disclaimer** The current balance does not reflect absences that have not been processed.

Forecast Balance

Step 5: Expand the Forecast Balance menu. To know what the vacation balance was as of 11/23/2021, input that date in the As of Date field. Enter Absence Name 02 – Vacation. Press Forecast Balance.

[Back](#)Team Time

| | |
|---|--------------|
| Vacation Leave Receive Ent As Of 10/31/2021 | 0.00 Hours |
| Sick Earn as you go Sick Ent As Of 10/31/2021 | 0.00 Hours |
| Vacation Balance As Of 10/31/2021 | 731.00 Hours |
| Sick Balance As Of 10/31/2021 | 774.00 Hours |

****Disclaimer** The current balance does not reflect absences that have not been processed.

Forecast Balance

As of Date11/23/2021

Filter by TypeVacation

*Absence Name02 - Vacation

Current Balance731.00 Hours**

Forecast Balance

Step 6: A window will pop up showing you that, although your employee had 731 hours as of the date of the last payroll (10/31/2021) the forecast shows you that your employee has a balance of 722.00 hours as of today, 11/23/2021.

| Forecast Details | | × |
|-------------------------------|--------|---|
| Vacation Balance | 722.00 | |
| 01/01/2021 - 12/31/2021 | | |
| Vacation Entitlement Adj YTD | 746.00 | |
| 01/01/2021 - 12/31/2021 | | |
| Vacation Entitlement YTD | 42.00 | |
| 01/01/2021 - 12/31/2021 | | |
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| 01/01/2021 - 12/31/2021 | | |
| CONVERSION VAC ADJ | 746.00 | |
| 01/01/2021 - 12/31/2021 | | |
| CONVERSION VAC BAL | 0.00 | |
| 01/01/2021 - 12/31/2021 | | |
| CONVERSION VAC TAKE | 24.00 | |
| 01/01/2021 - 12/31/2021 | | |

As you can see, the employee's balance as of 11/23/2021 is 722 hours, 9 less hours from the original vacation balance of 731 at the start of November. This means that the employee had taken 9 hours of vacation from November 1 until November 23.

Note: For Leave Keepers and HR Admins, you can verify the vacation requests via the Create and Maintain Absences screen.

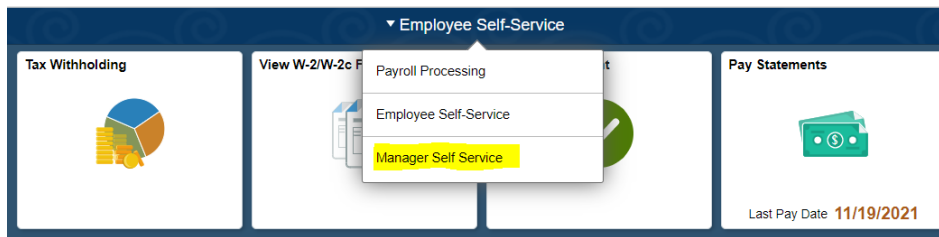
For supervisors, you can verify the vacation requests through the View Requests bar in Team Time.

Supervisor Finding a Future Balance for an employee

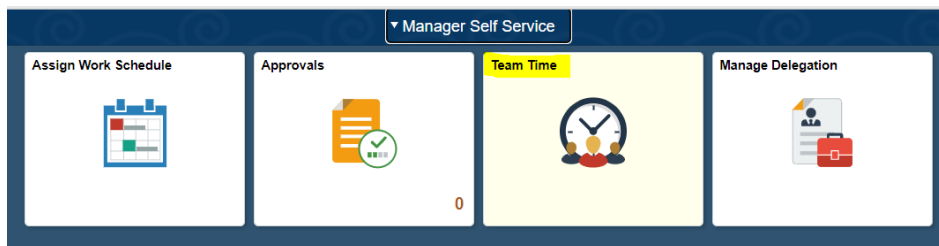
Let's say I'm a supervisor, today's date is 11/23/2021, and I want to forecast what my employee's vacation balance will be on 1/1/2022. Here's what I'm going to do:

Step 1: Log on to HIP.

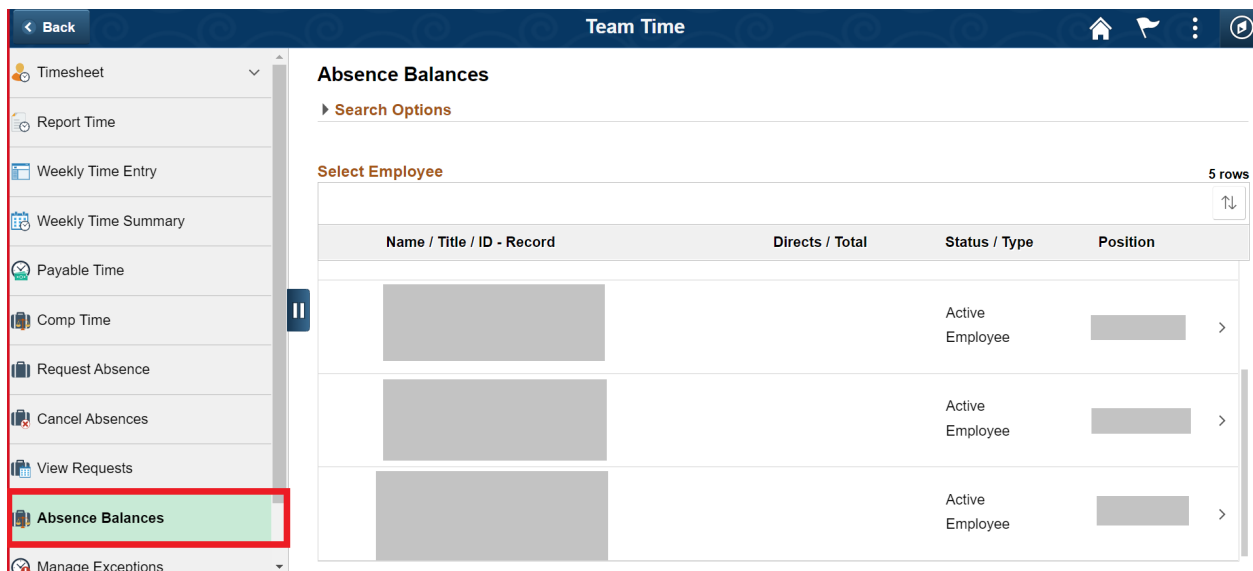
Step 2: Navigate to the Manager Self-Service menu at the top.



Step 3: Navigate to the Team Time tile.



Step 4: Navigate to the Absence Balance feature and a list of your direct reports will appear.



Step 5: Click on a row to retrieve their data and run a forecast.



HINT: If you have supervisors under you, you may also view Absence Balances for the people that report to the supervisors by “drilling down” on the Directs / Total icon to see more employees. Employee B above with a “3/3” indicates that there are 3 total people’s records available to you if you click on that row to drill down and see more.

Step 6: Note what the employee balances were as of the last payroll that was processed. For instance, this employee’s Vacation Balance as 731 hours as of 10/31/2021. Today is 11/23/2021. Let’s find out how much they are expected to have as of 1/1/2022.

| Absence Balances | |
|---|--------------|
| Vacation Leave Receive Ent As Of 10/31/2021 | 0.00 Hours |
| Sick Earn as you go Sick Ent As Of 10/31/2021 | 0.00 Hours |
| Vacation Balance As Of 10/31/2021 | 731.00 Hours |
| Sick Balance As Of 10/31/2021 | 774.00 Hours |

Forecast Balance

Team Time

Back

Vacation Leave Receive Ent

As Of 10/31/2021

0.00 Hours

Sick Earn as you go Sick Ent

As Of 10/31/2021

0.00 Hours

Vacation Balance

As Of 10/31/2021

731.00 Hours

Sick Balance

As Of 10/31/2021

774.00 Hours

**Disclaimer The current balance does not reflect absences that have not been processed.

Forecast Balance

As of Date

01/01/2022

Filter by Type

Vacation

*Absence Name

02 - Vacation

Current Balance

731.00 Hours**

Forecast Balance

| | |
|---|--------------------|
| Balance as of 10/31: | 731.00 hours |
| Minus vacation taken in November: | - 17 hours |
| Plus expected Vacation accrual for November: | + 14 hours |
| Plus expected Vacation accrual for December: | + 14 hours |
| Total Expected Vacation Balance as of January 1, 2022: | = 742 hours |

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