

Forecasting

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OVERVIEW

Did you know you can find out what your paid leave balances were in HIP as of 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. 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.

NAVIGATION – EMPLOYEE SECTION

Employee Self Service > Time Tile > Absence Balances Tile

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. Note that the system needs at least one day to recognize that you have returned from your leave.
- 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

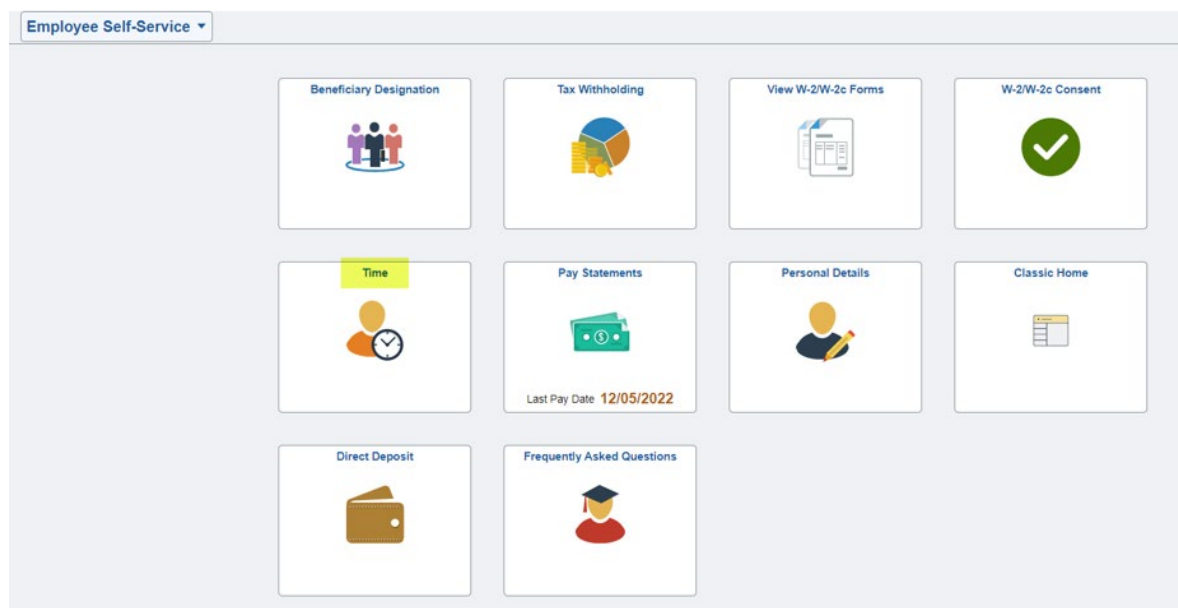
Even though HIP displays the absence balances as of the last payroll that was processed, employees may utilize the paid leave as soon as it is earned, and HIP will not prevent an employee from requesting to use earned leave using the Request Absence tile.

FINDING TODAY’S BALANCE

Let’s say today’s date is 12/3/2022, the last payroll for me was processed for the period ending 11/15/2022, and I want to know how much I have as of today, 12/3/2022.


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
 12/01/22 - 12/15/22
 ● Reported 0.00
 ● Scheduled 96.00


Weekly Time
 11/27/22 - 12/03/22
 ● Reported 0.00
 ● Scheduled 40.00


Comp Time


0.00


 Balance Hours

Request Absence


Cancel Absences


View / Modify Requests


Absence Balances


Extended Absence Request


Time Summary
 12/01/22 - 12/15/22
 No Time Reported

Step 4: Note what your balances were as of the last payroll that was processed. For instance, this employee's Vacation Balance is 160 hours as of 11/15/2022. Today is 12/03/2022. Let's find out how much they earned as of today, 12/03/2022.

< Time Balances	
Michael Robinson	
Vacation Leave Receive Ent As Of 11/15/2022	0.00 Hours
Sick Earn as you go Balance As Of 11/15/2022	0.00 Hours
Vacation Balance As Of 11/15/2022	160.00 Hours
Sick Balance As Of 11/15/2022	396.00 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 12/03/2022, input that date in the As of Date field. Enter Absence Name 02 – Vacation. Press Forecast Balance.

▼ Forecast Balance

As of Date

12/03/2022

Filter by Type

All

▼

*Absence Name

02 - Vacation

▼

Current Balance 160.00 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 12/03/2022 is expected to be 174 hours, 14 more hours from the original vacation balance of 160 at the start of November. This means that the employee had not taken any vacation from 11/01/2022 to 11/30/2022 and will receive the 14-hour accrual for the month. Note, they have not received their November entitlement because the month of November has not finalized yet.

Forecast Details		x
Vacation Balance	174.00	
01/01/2022 - 12/31/2022		
Vacation Entitlement Adj YTD	0.00	
01/01/2022 - 12/31/2022		
Vacation Entitlement YTD	154.00	
01/01/2022 - 12/31/2022		
Vacation Entitlement Take YTD	212.00	
01/01/2022 - 12/31/2022		

Note: Vacation Entitlement YTD will also update as you can see 14-hour accruals X 11 months = 154.00 hours.

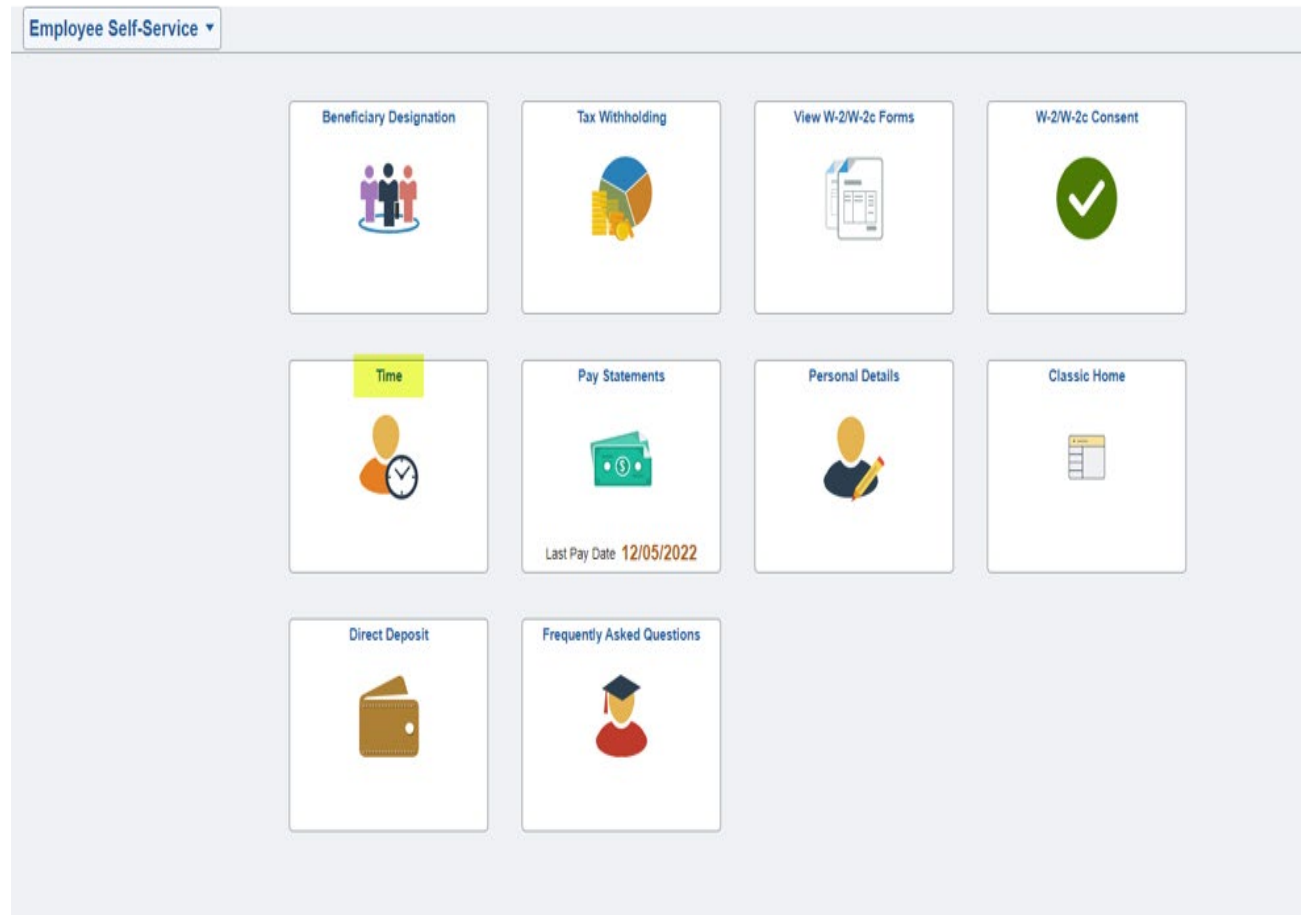
Vacation Entitlement Take YTD shows 212.00, which was what Vacation was taken year to date.

FINDING A FUTURE BALANCE

Let's say today's date is 11/23/2022 and I want to forecast my vacation into next year, 2/1/2023. 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
12/01/22 - 12/15/22

Reported 0.00


Scheduled 96.00


Weekly Time
11/27/22 - 12/03/22


Reported 0.00


Scheduled 40.00


Comp Time
0.00
Balance Hours

Request Absence


Cancel Absences


View / Modify Requests


Absence Balances


Extended Absence Request


Time Summary
12/01/22 - 12/15/22
No Time Reported

Step 4: Note what your balances were as of the last payroll that was processed. For instance, this employee's Vacation Balance is 160 hours as of 11/15/2022. Today is 11/23/2022. Let's find out how much they earned as of, 2/01/2023.

< Time

Balances

Vacation Leave Receive Ent

As Of 11/15/2022

0.00 Hours

Sick Earn as you go Balance

As Of 11/15/2022

0.00 Hours

Vacation Balance

As Of 11/15/2022

160.00 Hours

Sick Balance

As Of 11/15/2022

396.00 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 2/1/2023, input that date in the As of Date field. Enter Absence Name 02 – Vacation. Press Forecast Balance.

▼ Forecast Balance

As of Date

Filter by Type

*Absence Name

Current Balance 160.00 Hours**

Forecast Balance
View Forecast Details

Step 6: A window will pop up showing you that, although you had 160.00 hours as of the date of the last payroll, 11/15/2022, the forecast for your Vacation Balance as of the date you picked – 2/1/2023 – will be a balance of 202.00 hours.

Forecast Details		X
Vacation Balance	202.00	
01/01/2023 - 12/31/2023		
Vacation Entitlement Adj YTD	0.00	
01/01/2023 - 12/31/2023		
Vacation Entitlement YTD	14.00	
01/01/2023 - 12/31/2023		
Vacation Entitlement Take YTD	0.00	
01/01/2023 - 12/31/2023		

Note: Vacation Entitlement YTD starts over each year, this is showing your 14-hour accrual for the month of January.

The employee's vacation balance as of February 1, 2023, is expected to be 202 hours, considering that the employee had an original vacation balance of 160 hours as of 11/15/2022.


Balance as of 11/15:	160.00 hours
Plus, expected Vacation accrual for November:	+ 14 hours
Plus, expected Vacation accrual for December:	+ 14 hours
Plus, expected Vacation accrual for January:	+ 14 hours
Total Expected Vacation Balance as of February 1, 2023:	= 202 hours

UPW EXAMPLE

< Time			Balances
Vacation Leave Receive Ent As Of 12/15/2022	(Any Donated Leave that the employee may have.)		0.00 Hours
Sick Earn as you go Balance As Of 12/15/2022	(This employee has a Sick Earn as you go Balance of 2103.00 Hours as of 12/15/2022.)		2103.00 Hours
Vacation Balance As Of 12/15/2022	(This employee has a Vacation Balance of 874.00 Hours as of 12/15/2022.)		874.00 Hours
Sick Balance As Of 12/15/2022	(You will still see a Sick Balance of 0.00 Hours just in case the employee was to transfer out of that Union.)		0.00 Hours

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

▼ Forecast Balance

As of Date 

Filter by Type ▼

*Absence Name ▼ Current Balance 0.00 Hours**

[View Forecast Details](#)

Let's forecast the Sick as of Date as 01/16/2023.

Forecast Details			×
Sick Balance 01/01/2023 - 12/31/2023	(Current Sick Balance)	0.00	
Sick Entitlement Adj YTD 01/01/2023 - 12/31/2023	(Total Sick Adjustments Year to Date)	0.00	
Sick Entitlement YTD 01/01/2023 - 12/31/2023	(Total Sick Earned Year to Date)	0.00	
Sick Entitlement Take YTD 01/01/2023 - 12/31/2023	(Total Sick Taken Year to Date)	0.00	
Sick Earn as you go Balance 01/01/2023 - 12/31/2023	(Current Sick Balance, this employee has 2123.00 hours.)	2123.00	
Sick Earn as you go ADJ YTD 01/01/2023 - 12/31/2023	(Total Sick Adjustments Year to Date)	0.00	
Sick Earn as you go ENT YTD 01/01/2023 - 12/31/2023	(Total Sick Year to Date, this employee currently has 14.00 hours, January's accrual.)	14.00	
Sick Earn as you go YTD TAKE 01/01/2023 - 12/31/2023	(Total Sick Taken Year to Date)	0.00	
CONVERSION SICK ADJ 01/01/2023 - 12/31/2023	(Total Sick Adjustments at Conversion)	0.00	
CONVERSION SICK BAL 01/01/2023 - 12/31/2023	(Total Sick Balance at Conversion)	0.00	

The employee's Sick Earn as you go Balance as of January 16, 2023, is expected to be 2123.00 hours, considering that the employee had an original sick balance of 2103.00 hours as of 12/15/2022, here is how the system calculated this:


Balance as of 12/15:	2103.00 hours
Plus, expected Sick accrual for December:	+ 14.00 hours
Plus, expected Sick accrual for first ½ month of January:	+ 8.00 hours
Minus, 2 hours of approved Sick on 1/4/23	- 2.00 hours
Total Expected Sick Balance as of January 16, 2023:	= 2123.00 hours

[< Time](#)
[Balances](#)

Vacation Leave Receive Ent As Of 12/15/2022	0.00 Hours
Sick Earn as you go Balance As Of 12/15/2022	2103.00 Hours
Vacation Balance As Of 12/15/2022	874.00 Hours
Sick Balance As Of 12/15/2022	0.00 Hours

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

▼ Forecast Balance

As of Date 01/01/2023 

Filter by Type All ▼

*Absence Name 02 - Vacation ▼

Current Balance 874.00 Hours**

[Forecast Balance](#)
[View Forecast Details](#)

Now, let's forecast the Vacation as of Date 01/01/2023.

Forecast Details			×
Vacation Balance 01/01/2023 - 12/31/2023	<i>(Current Vacation Balance, this employees balance is 720.00 hours)</i>	720.00	
Vacation Entitlement Adj YTD 01/01/2023 - 12/31/2023	<i>(Total Vacation Adjustments Year to Date)</i>	0.00	
Vacation Entitlement YTD 01/01/2023 - 12/31/2023	<i>(Total Vacation Earned Year to Date)</i>	0.00	
Vacation Entitlement Take YTD 01/01/2023 - 12/31/2023	<i>(Total Vacation Taken Year to Date)</i>	0.00	
Vacation Leave Donation Ent 01/01/2023 - 12/31/2023	<i>(Total Vacation Leave Donated Year to Date)</i>	0.00	
CONVERSION VAC ADJ 01/01/2023 - 12/31/2023	<i>(Total Vacation Adjustments at Conversion)</i>	0.00	
CONVERSION VAC BAL 01/01/2023 - 12/31/2023	<i>(Total Vacation Balance at Conversion)</i>	0.00	
CONVERSION VAC TAKE 01/01/2023 - 12/31/2023	<i>(Total Vacation Taken at Conversion)</i>	0.00	

The employee's Vacation Balance as of January 01, 2023, is expected to be 720.00 hours, considering that the employee had an original vacation balance of 874.00 hours as of 12/15/2022, here is how the system calculates this:

Balance as of 12/15:	874.00 hours
Plus, expected Vacation accrual for December:	+ 14.00 hours
Minus 42 Day Forfeiture for end of year:	- 48.00 hours
Minus 720 Hour Forfeiture for end of year:	- 120.00 hours
Total Expected Vacation Balance as of January 1, 2023:	= 720.00 hours

This employee did not take the 48 hours required for the year and was over the 720-max amount, therefore they forfeited 154.00 hours vacation.

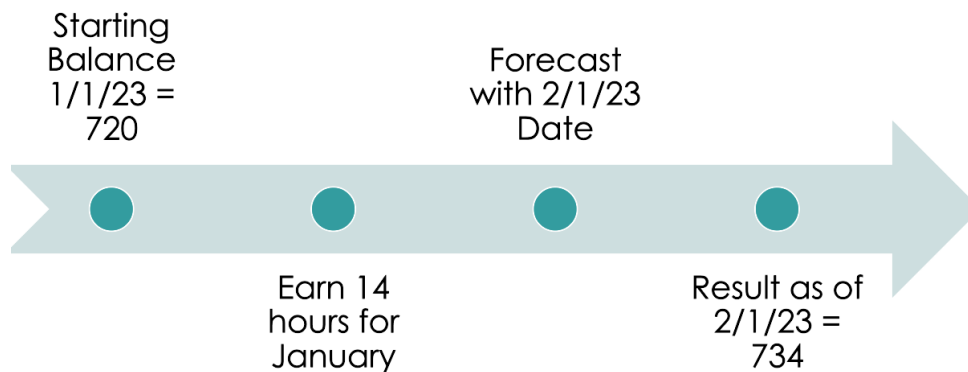
TIMING

The forecasting feature references a specific point in time and is based on a sequential order by calendar date. The results depend on what date is chosen and what requests are currently existing in the system up to that chosen date. Forecasting results are also impacted by the following:

- Leave requests that have not yet been approved
- Year-end forfeiture
- Retroactive leave not entered in HIP

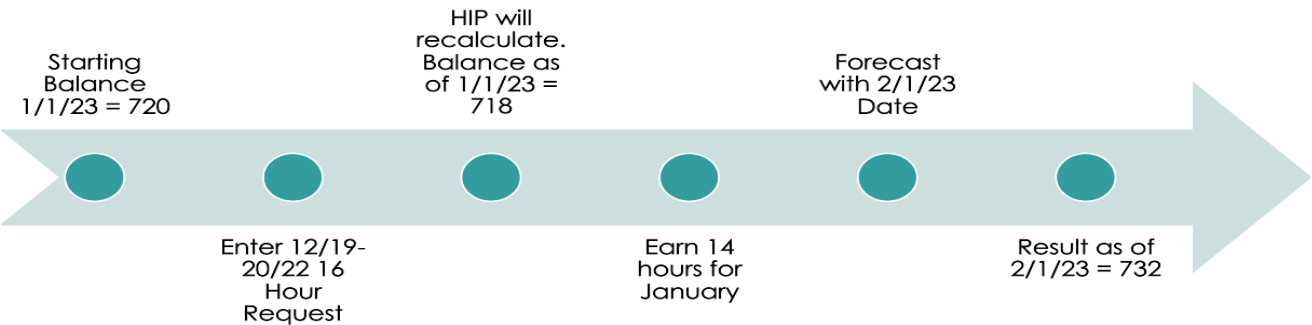
For example, choosing to forecast vacation as of 2/1/2023 today will consider all requests of that type currently recorded in the system up to 2/1/2023 to provide a result. But if you forgot to input a vacation request for 16 hours from December 19-20, 2022, system doesn't know that and cannot include that as a part of today's forecasting result. Therefore, it's recommended to review your future requests if you need to enter old leave requests since changes in the past affects future balances and can cause a future request to become ineligible.

Today is January 23, 2023. The below graphics illustrates a scenario of an employee that had 720 hours as of 11/30/22 and is forecasting for February 1, 2023. Note that since no leave request was reported in HIP in December, the employee forfeited 14 hours.



Balance as of 11/30:	720 hours
Plus, expected Vacation accrual for December:	+ 14.00 hours
Minus 720 Hour Forfeiture for end of year:	- 14.00 hours
<u>Total Expected Vacation Balance as of January 1, 2023:</u>	<u>= 720.00 hours</u>
Plus, expected Vacation accrual for January:	+ 14.00 hours
<u>Total Expected Vacation Balance as of February 1, 2023:</u>	<u>= 734.00 hours</u>

When the employee goes back to enter the December request, the leave balances and forecast results updates accordingly. Note that entering the December request resulted in no year-end forfeit and recalculated the January starting balance.



Balance as of 11/30:	720 hours
Minus 16 hours of approved vacation 12/19-12/20	- 16.00 hours
Plus, expected Vacation accrual for December:	+ 14.00 hours
Total Expected Vacation Balance as of January 1, 2023:	= 718.00 hours
Plus, expected Vacation accrual for January:	+ 14.00 hours
Total Expected Vacation Balance as of February 1, 2023:	= 732.00 hours

NAVIGATION – SUPERVISOR SECTION

Manager Self Service > Time Tile > Absence Balances Menu

SUPERVISOR FINDING TODAY'S BALANCE FOR AN EMPLOYEE

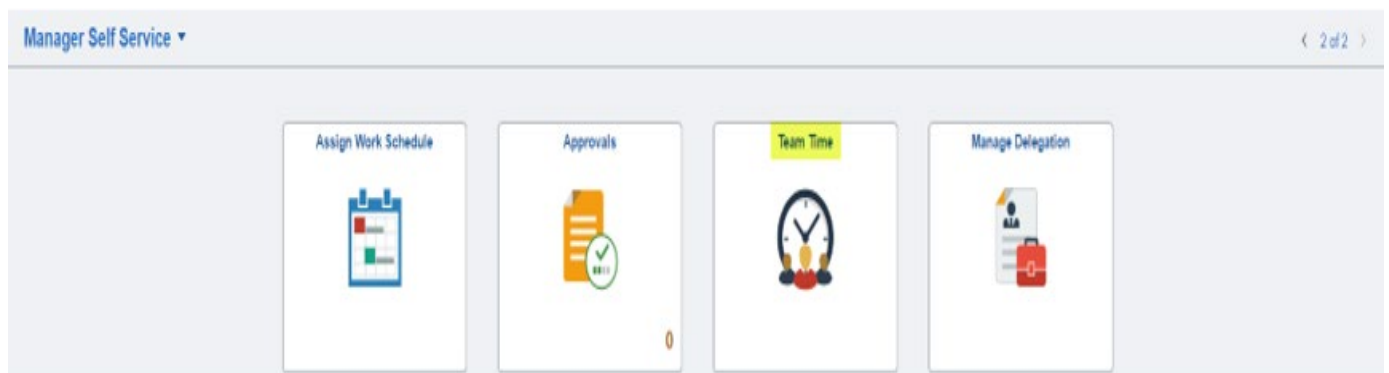
Let's say I'm a supervisor, today's date is 11/23/2022, and I want to forecast what my employee's vacation balance is as of today, 11/23/2022. Here's what I'm going to do:

Step 1: Log on to HIP.

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



Step 3: Navigate to the Team Time tile.



Step 4: Navigate to the Absence Balance feature on the left side menu. A list of your direct reports will appear.

Manager Self Service

Team Time

Timesheet

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions


Workforce Availability

Absence Balances

Search Options

Select Employee

Name / Title / ID - Record	Directs / Total	Status / Type
*General Professional	1/1	Active Employee
*General Professional	1/1	Active Employee
*General Professional		Active Employee
*General Professional	2/2	Active Employee



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 above with a “2/2” indicates that there are 2 total people’s records available to you if you click on that row to drill down and see more.

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Step 5: Click on one of your employees to retrieve their data and run a forecast, this employee currently has 160.00 Hours as of 11/15/2022.

Manager Self Service
Team Time

Timesheet
Report Time
Weekly Time Entry
Weekly Time Summary
Payable Time
Comp Time
Request Absence
Cancel Absences
View Requests
Absence Balances
Manage Exceptions

Absence Balances

General Professional
Return to Select Employee

Vacation Leave Receive Ent	As Of 11/15/2022	0.00 Hours
Sick Earn as you go Balance	As Of 11/15/2022	0.00 Hours
Vacation Balance	As Of 11/15/2022	160.00 Hours
Sick Balance	As Of 11/15/2022	396.00 Hours

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

Forecast Balance

Step 6: Today is 12/22/2022, by expanding the Forecast Balance drop down menu, to know what the vacation balance was as of today 12/22/2022, input that date in the As of Date field. Enter Absence Name 02 – Vacation. Press Forecast Balance.

Forecast Balance

As of Date
12/22/2022

Filter by Type
All

*Absence Name
02 - Vacation

Current Balance
174.00 Hours**

Forecast Balance
View Forecast Details

Step 7: A window will pop up showing you that your employee had 160 hours as of the date of the last payroll (11/15/2022) the forecast shows you that your employee should have a balance of 174.00 hours as of today, 12/22/2022, which is including the 14-hour that will accrue for the month of December. (160 + 14 = 174)

Forecast Details		X
Vacation Balance	174.00	
01/01/2022 - 12/31/2022		
Vacation Entitlement Adj YTD	0.00	
01/01/2022 - 12/31/2022		

SUPERVISOR FINDING A FUTURE BALANCE FOR AN EMPLOYEE

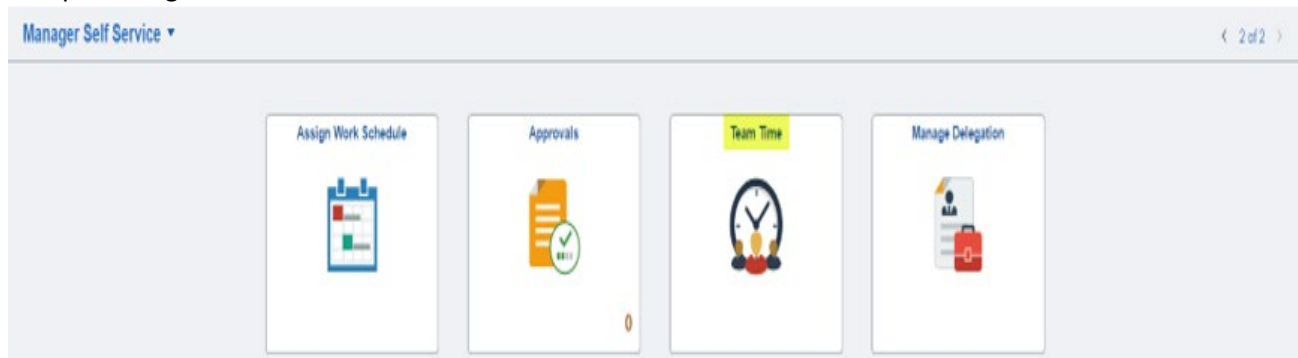
Let's say I'm a supervisor, today's date is 12/22/2022, and I want to forecast what my employee's vacation balance will be on 2/1/2023. Here's what I'm going to do:

Step 1: Log on to HIP.

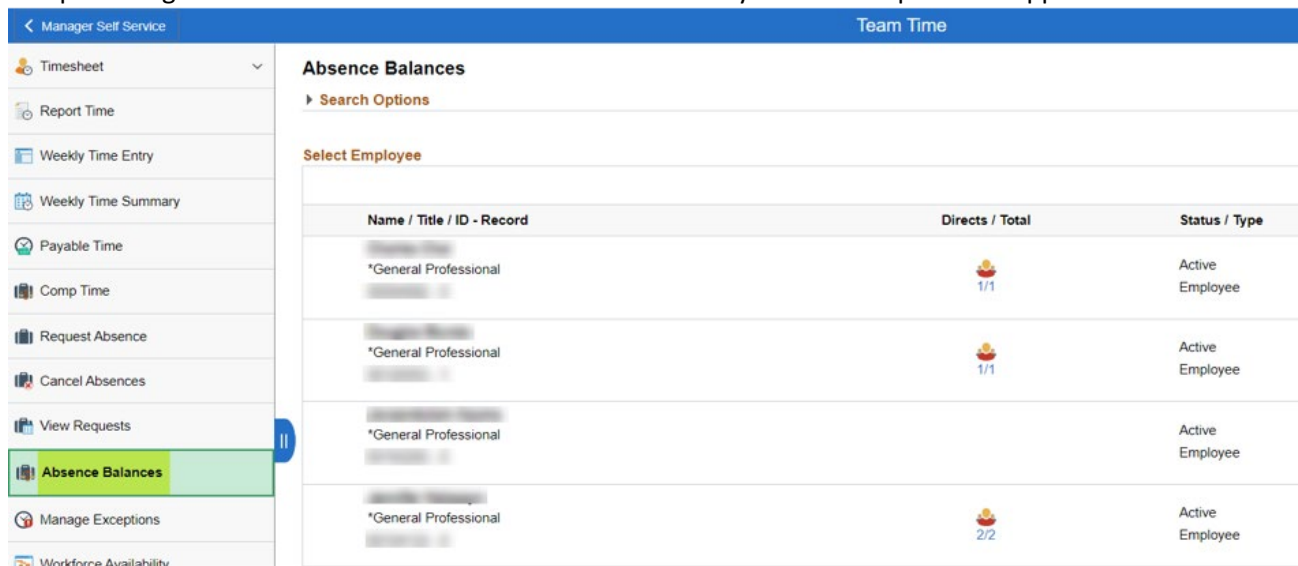
Step 2: Navigate to the Manager Self-Service menu at the top.



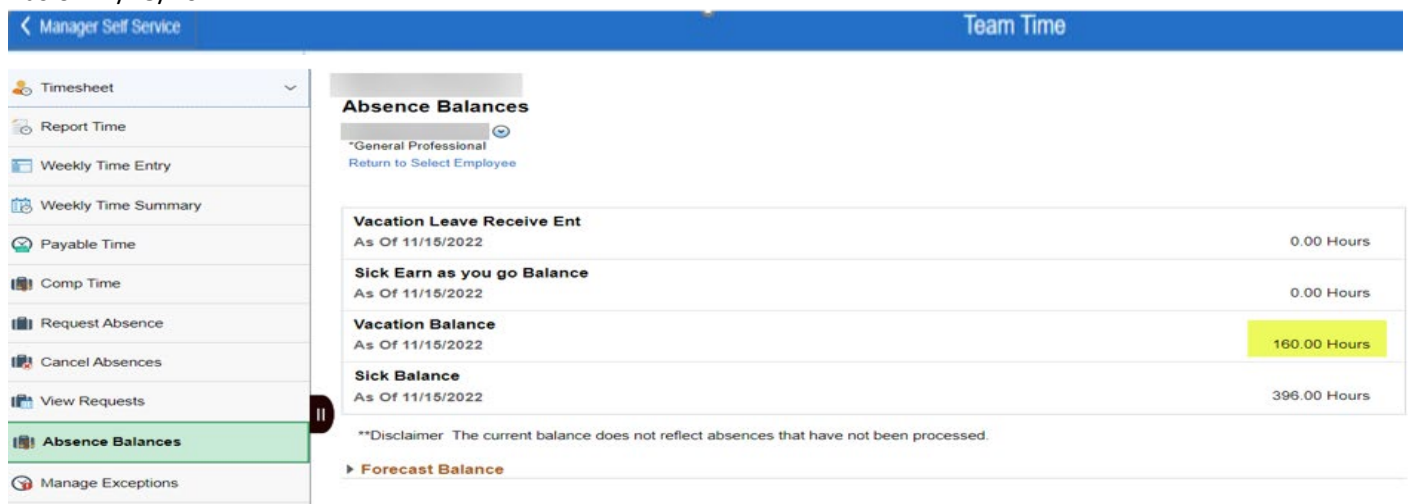
Step 3: Navigate to the Team Time tile.



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



Step 5: Click on one of your employees to retrieve their data, this employee currently shows 160.00 Hours as of 11/15/2022.



Step 6: Today is 11/23/2022. Let's find out how much they are expected to have as of 2/1/2023. Expand the Forecast Balance menu. To know what the vacation balance will be as of 2/1/2023, input that date in the As of Date field. Enter Absence Name 02 – Vacation. Press Forecast Balance.

▼ Forecast Balance

As of Date
02/01/2023

Filter by Type
All

*Absence Name
02 - Vacation

Current Balance
160.00 Hours**

Forecast Balance
View Forecast Details

Step 7: A window will pop up showing you that the employee is expected to have 202.00 hours as of 2/1/2023.

Forecast Details		x
Vacation Balance	202.00	
01/01/2023 - 12/31/2023		
Vacation Entitlement Adj YTD	0.00	
01/01/2023 - 12/31/2023		
Vacation Entitlement YTD	14.00	
01/01/2023 - 12/31/2023		

The employee's vacation balance as of February 1, 2023, is expected to be 202 hours, considering that the employee had an original vacation balance of 160 hours as of 11/15/2022.

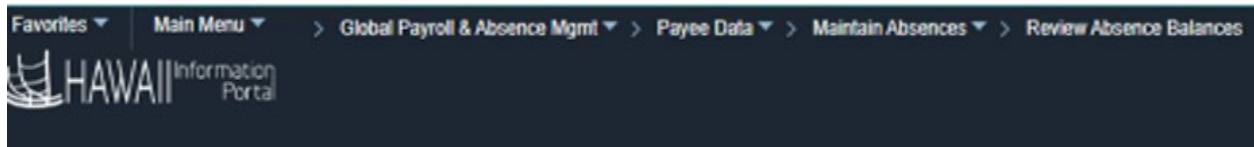
Balance as of 11/15:	160.00 hours
Plus, expected Vacation accrual for November:	+ 14 hours
Plus, expected Vacation accrual for December:	+ 14 hours
Plus, expected Vacation accrual for January:	+ 14 hours
Total Expected Vacation Balance as of February 1, 2023:	= 202 hours

HR ADMIN/LEAVE KEEPER FORECASTING FOR AN EMPLOYEE

HR Admins and Leave Keepers can also forecast for an employee by following these steps:

Step 1: Log on to HIP.

Step 2: Navigate to this path: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances.



Step 3: Enter the Empl ID that you want to forecast and select Search.

Review Absence Balances


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**


Empl ID	begins with ▼	00123456
Empl Record	= ▼	
Name	begins with ▼	
Last Name	begins with ▼	
Second Last Name	begins with ▼	
Alternate Character Name	begins with ▼	
Middle Name	begins with ▼	

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Step 4: Current Balance information will come up, as you can see this employee's vacation balance is 160.00, go to the Forecast Balance tab.

[Favorites](#)
[Main Menu](#)
[Global Payroll & Absence Mgmt](#)
[Payee Data](#)
[Maintain Absences](#)
[Review Absence Balances](#)



[Current Balance](#)
[Forecast Balance](#)
[Forecast Messages](#)

Employee ID
Empl Record 0
Name

Absence Entitlement Current Balance

1-10 of 14
[View All](#)

[Accumulator Balance](#)
[User Keys](#)

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	HI SICK AE	HI SICK AE_BAL	396.000000	01/01/2022	12/31/2022
Year to Date	HI VAC ENT	HI VAC ENT_BAL	160.000000	01/01/2022	12/31/2022

Step 5: In the Absence Take Element select HI VAC AT and the As of Date you are wanting to forecast for and select Forecast.

[Current Balance](#)
[Forecast Balance](#)
[Forecast Messages](#)

Employee ID
Empl Record 0
Name

Absence Take Element

As Of Date

Step 6: A forecasting prompt message will pop up go ahead and hit OK.

Forecasting completed covering the period from 2022-11-16 to 2023-02-01 (17005,479)

In this example we used 2/1/2023 and you can now see the Vacation balance now at 202.00 hours.

Current Balance

Forecast Balance

Forecast Messages

Employee ID

Empl Record 0

Name

Absence Take Element

HI VAC AT

As Of Date

02/01/2023

Forecast

Forecast Balance Results Detail

Forecast Results

Accumulator Results

User Keys

II>

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
HI VAC AT	HI VAC ENT _BAL	Accumulatr	202.000000		
HI VAC AT	HI VAC ENT _ADJ	Accumulatr	0.000000		
HI VAC AT	HI VAC ENT _ENT	Accumulatr	14.000000		

HELPFUL TIPS

- Note: Sick and vacation 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
- Create and Maintain Absence: [Hawaii Information Portal | Using The Create And Maintain Absence](#)
- [Hawaii Information Portal | How To Submit A Leave Request](#)
- [Hawaii Information Portal | How To Request Leave For Your Employees](#)
- [Hawaii Information Portal | How To Review Employee Leave Balances](#)