



Manager: Vacation Carryover eForm

How to approve a vacation carryover eForm

Email Notifications will be sent to your SPPS email when an employee who reports to you submits a vacation carryover form.

The email will include the type of form along with the employees name in the subject line.

Form details will be included in the email.

A link to approve the form will be provided in the email. You can click on the link to take you directly to the form.

Hello,

One of your direct reports has submitted a vacation carryover request. The vacation carryover request requires your approval before routing to payroll for processing.

Form ID: 3318
Employee ID: 111111
Name: Mary Test
Carryover Type: Partial Carryover
Number of Carryover Hours (if partial carryover): 30
Current Vacation Balance (as of date submitted): 0

Link to Evaluate: [Click Here](#)

All supervisors are required to approve the vacation carryover form before routing to payroll for processing. If you need instructions on how to approve this form please [Click Here](#)

If you do not use the email link you are also able to access any eForm that is pending your approval by clicking "evaluate an employee form".

Leave Balances

Absence	Duration

Employee Forms

- + Lane Change Form
- + Lane Change Pre-Approval Form
- + National Board/CCC/LICSW Form
- + Resignation Form
- + Teacher Supplemental Pay Form
- Evaluate an Employee Form
- + View an Employee Form

Once you click search this will show any eForm that is requiring your approval. Information will include the form ID, employee ID number and a description of which form was submitted for your approval.

To access the form please click on the Form ID in the list.

SEARCH : Evaluate an Employee Actions eForm

Search by:

Form ID Begins Wth

Form Type Begins Wth

Form Status Equals

Empl ID Begins Wth

Original Operator Begins Wth

Original Date Equals

Form ID	Form Type	Form Status	Empl ID	Original Operator	Original Date	Last Operator	Last Date
2357	TCHR_SUP_I	Pending					
2358	TCHR_SUP_I	Pending					

- Employee information will appear at the top of the form. This will include their employee ID, name and location.
- The employee's current vacation balance will display on the form. Please note that this is the current amount as of the submission date. This number could change with additional accruals and usage during the remainder of the year.
- Employees will choose which type of carryover
- If the employee chooses a partial carryover and/or payout they will need to indicate the amount of hours over their contracted limit they wish to carryover and/or payout. (Payout option is only available on limited contract. Employees will only have options based on their contract)
- **You have the ability to change the type of carryover and/or amount of carryover hours if needed. (Example: if employee chooses full carryover and you only can approve 20 additional hours to be carried over you would switch the type of carryover to "Partial Carryover" and the amount of hours to 20.00)**
- If you are denying the request please indicate the reason for denial. Once you click deny this information will be included in an automatic email letting the employee know their request has been denied.
- Click Approve or Deny.

Vacation Carry Over Request : Vacation Carry Over Request Form ID 3318

Employee Information

Empl ID	Mary Test	Display Name	Mary Test
Job Code	955 Tch - Grade 1	Location Code	210 Central Senior High
Supervisor ID	Mary Supervisor	Union Code	51 Teachers

Vacation Carryover Amount

Teachers whose annual contracted service is 12 calendar months shall receive 20 days (160 hours) paid vacation every year of which no more than ten (10) days (80 hours) may be carried over to the following year.

Vacation carryover is at the discretion of the Employer and may be denied.

Please use the drop down menu to select whether you are requesting the full amount to be carried over or a partial amount

- **Full Carryover Over Limit:** This option means you are requesting any hours over 80 to be carried over into the next year.
- **Partial Carryover:** This option means you are requesting a specific amount to be carried over. You will need to specify the amount of hours. Any remaining hours over 80 will be lost

Your current vacation balance is listed below. This is the amount of vacation you have as of today's date. This amount could change with additional accruals and usage during the remaining calendar year.

Current Vacation Balance 0.00 Current Balance as of 11/21/2019

*Type of Carryover

*Additional Number of Hours to Carryover (over 80 limit)

Denial Reason (if needed)

If you are denying the employees vacation carryover request form please include the reason why you are denying this form. The information in this box will be emailed to the employee letting them know the reason why their vacation carryover request is denied.

Reason for Denial

Comments