How to Read the Self-Service Vacation Leave Accrual Screen

This figure is derived from the formula below:

\[
\text{Carryover + Hours Earned - Hours Taken + Hours Adjusted - Unproc Hours Taken + Unproc Hours Adjusted} = \text{Hours Balances}
\]

Accrual Date: Last Date that accruals were generated in the payroll system – defaults to 1\textsuperscript{st} of the current month.

1) Accrual Balances - Hours:
   - C/O from previous year: This reflects hours not taken from the previous year.
   - Earned Year-to-Date: Maintains the accrued leave per pay period to date. Updated each time the Leave Accrual process is run every month.
   - Taken Year-to-Date: Maintains leave taken to date. Updated each time the Leave Accrual process is run and values are moved from Hours Taken Unprocessed Data fields. This balance can also be verified by reviewing the Time & Labor Payable Time panel.
   - Adjusted Year-to-Date: Hours adjusted (+/-) to leave balance (only entered by Payroll).

2) Accrual Totals - Hours:
   - Hours Balance: Employee’s available hours. This balance only reflects amounts processed through payroll as of the date viewed. For all union employees, this balance can vary based on the terms of the collective bargaining agreement.
3) Service Data:
Service Date: Employee’s date of hire. This date is used to calculate the employee’s annual (vacation) leave accrual earnings.

Vacation Service Date: Recognition of prior experience - Date populated from the employee’s custom employment record. This date is used to calculate the employee’s annual (vacation) leave accrual earnings recognizing prior relevant work experience effective 01/01/2012.

Pre-2012 Vac Service Date: Date populated from the employee’s custom employment record. This date was used to calculate the employee’s annual (vacation) leave accrual earnings prior to the vacation policy update effective 01/01/2012.

4) Unprocessed Data: Displays the last vacation hours processed/paid by payroll (hours on this field will be added to hours taken year to date after the next monthly leave accrual is run)

Hours Taken: Leave usage based on hours entered during Time Entry. This balance can also be verified by reviewing the Time & Labor Payable Time panel.

Hours Adjusted: Hours adjusted (+/-) to leave balance (only entered by Payroll).

5) Comments: Entered by Payroll – comments on corrections and/or manual adjustments made by payroll.

Navigation Tips:
Under Empl ID, click tab to go back previous months accrual balance or click Find and enter the date, click OK
Example: 01/01/2008

Who Do I Contact for Help?
For questions regarding vacation time entry, input issues/possible errors, etc. please notify your Time Administrator, if you do not have a Time Administrator contact your local HR Representative or send an email to Payroll_input@oxy.com

For general questions on vacation policies contact your local Human Resources Representative. If you have a question regarding your data in the Employee Self Service pages, please contact Oxylink or send them an email by clicking on “Contact Us” under oxylink.oxy.com