Vacation and Sick Rollover Instructions

1. Go to Print Reports
   a. Click on Reports
   b. Click on Available Vacation and Sick Report
   c. Enter Date As of 12/31/2025

Available Vacation And Sick Time.
As of Date: (12/30/2025)

Employee Name	ID	Hrs/1 Day	Accum. Hrs	Hrs Used	Hrs Avail.	Accum. Hrs	Hrs Used	Hrs Avail.
				Vacation			**Sick**	
CRUISE CASANDRA	103	8	40:00	00:00	40:00	00:00	15:00	-15:00
FOSTER FRANKLIN	105	8	05:19	00:00	05:19	00:00	00:00	00:00
MAXWELL MICHAEL	110	8	72:00	00:00	72:00	01:30	00:00	01:30
MONROE MORGAN	111	8	41:04	00:00	41:04	02:40	00:00	02:40
PATTERSON PAULA	114	8	04:00	00:00	04:00	05:00	00:00	05:00
RICHARDSON RENAUTA	115	8	00:00	00:00	00:00	06:00	00:00	06:00
Test Test	117	8	00:00	00:00	00:00	02:00	00:00	02:00
ANDREWS ALEXUS A	AA	8	24:00	00:00	24:00	20:30	00:00	20:30
Schweibold Debbie	ASCH	8	40:00	00:00	40:00	42:00	00:00	42:00
Illinoise Illinois	IL	8	40:00	00:00	40:00	00:00	00:00	00:00
		Total:	266:23	00:00	266:23	79:40	15:00	64:40

   d. Print Report
2. Go to Employee Tab
   a. Click on "Update Vacation/Sick Time"
   b. Select Accrual Type (i.e. Accrue by hours worked/Vacation Time)
   c. Enter the Available Hours for Vacation and/or Sick time from Report into Carryover.

Update Vacation\Sick Time   ✕

Type: [Accrue by Hours Worked ▾]   ◉ Vacation Time   ○ Sick Time

Employee Name	ID	Worked Hrs	Earned Hrs	Allowed Hrs	Carryover	Max Hrs	
	118	00:00	00:00	00:00	00:00	00:00	
	1099	00:00	00:00	00:00	00:00	00:00	
	1099A	00:00	00:00	00:00	00:00	00:00	
alaska alaska	ak	00:00	00:00	00:00	00:00	00:00	
ANDREWS ALEXUS	AA	00:00	00:00	24:00	00:00	00:00	
ANDREWS ALEXUS	116	00:00	00:00	00:00	00:00	00:00	
CRUISE CASANDRA	103	00:00	00:00	40:00	00:00	00:00	
FOSTER FRANKLIN	105	01:00	00:01	40:00	05:19	00:00	
FOSTER FRANKLIN	1099T	00:00	00:00	00:00	00:00	00:00	
Georgia Atlanta	GA	00:00	00:00	00:00	00:00	00:00	
Heatherly Marie	MH	00:00	00:00	00:00	00:00	00:00	
HOFFMAN HANNAH	106	40:00	01:15	100:00	00:00	00:00	
Household Employee	HW1	00:00	00:00	00:00	00:00	00:00	
Illinoise Illinois	IL	00:00	00:00	40:00	00:00	00:00	
Indiana Test	IN	00:00	00:00	00:00	00:00	00:00	

[OK]   [Close]

Please Note: All hours are entered as Hours:Minutes not decimals.