SkyVU — Quick Reference Guide: Exempt Employee PTO and Leaves

Time off balances historically found in C2HR will be accessed in Oracle Cloud under **Maintain Absence Records**.

Exempt employees can view time off balances and request or report PTO and other absence(s) within Oracle Cloud in real time, replacing the monthly reporting process completed historically through the **Exempt Time Off (ETO)** system.

❶ Use the **Navigator** to access **Time**.

Navigator

About Me
- Personal Information
- **Time**
- Wellness
- Reputation
- Competitions
- Expenses
- My Account

Related Links
- Manage Time Cards
- Maintain Absence Records

❷ Select the **Actions** icon in the top right corner of the screen, and then click **Maintain Absence Records**.

The **Maintain Absence Records** screen displays your scheduled time off **(3)** and **Accrual Balances (4)** as of the calculation date shown.

Click **+Add (5)** to begin entering a time off request.

Maintain Absence Records

View ▾ | Format ▾ | ❺ **+ Add** | Dates [Last six months ▾] | Absence Type [▾] | Status [▾] →

❸
Dates	Absence Type	Duration	Status	Delete
10-06-2017 - 10-10-2017	PTO	24 Hours	☐ Saved	✕

Accrual Balances ❹

Plan	Balance Calculation Date	Balance
Grandfathered Sick	06-30-2017	106 Hours
PTO - Exempt	09-30-2017	200 Hours

Add Absence Record

* Absence Type [PTO The Vanderbilt Un ▾] ❻

Details [Advanced Mode]

❼

☐ Single day

* Start Date [11-20-2017]   * End Date [11-22-2017]

* Start Time [8:00 AM]   * End Time [4:00 PM]

Duration 24 Hours   Balance 176 Hours 🖩

Comments [Requesting PTO during the week of Thanksgiving holiday.] ❽

❾ [Save and Close ▾] [Submit] [Cancel]

The **Add Absence Record** window will open:

❻ Select the desired **Absence Type** from the drop-down menu.

❼ Select the absence length under **Details**:
- To request a **single day**, click the check box and enter the start date; or
- To select a **range of days**, input the **Start** and **End Dates**. The system will automatically calculate the **Duration**, and you can click the calculator icon to view the impact of the request on your **Balance**.

❽ Enter any comments in the **Comments** box (optional).

❾ Click **Submit** for the request to be routed automatically through the sytem to your HR Line Manager for review. You can also click **Save and Close** to save the request and submit it later.

Additional Information:

- Once an absence request is approved, the exempt employee will not need to take any additional action in the system to report that time off. In the event the employee's plans change, the time off request can be revised in the system or deleted. Employees can also report taking PTO after-the-fact in the event of an unplanned absence.

- There is no change to the FMLA request process. However, FMLA/TMLA time off will be reported within Oracle Cloud.

- There will not be any changes to employee benefits themselves or the election process. We will continue to use **Benefit Express** for health and welfare benefit elections and **Fidelity** for retirement elections. You will continue to access links to both of these sites through the HR website.