



Webinar: Time-Off Requests and Balances (Exempt Employees)

Guest Speaker: Terri Armstrong, Director of University Benefits

WEBINAR SUMMARY

Time-Off Requests and Balances

As an exempt employee, where will I request and enter time-off once SkyVU goes live on January 1, 2018?

Exempt employees will use Oracle Cloud's absence management module to enter any time-off requests.

When am I expected to enter my requests for time off in absence management?

Today, exempt employees retroactively enter time off at the end of each month in the Exempt Time Off reporting tool. When we go-live with Oracle Cloud on January 1, 2018, exempt employees will be able to proactively enter time off prior to their absence on an on-going basis.

What type of time-off can I enter in the absence management module?

Exempt employees will be able to enter PTO, FMLA, grandfathered sick time, jury duty, military leave, and parental leave.

Will holidays be pre-populated in Oracle Cloud's absence management tool?

Yes, similar to today's ETO reporting tool, Vanderbilt holidays will be pre-populated in Oracle Cloud's absence management tool.

What are the benefits of the new Oracle Cloud absence management tool?

- Proactively enter time off prior to taking the absence
- Current time-off accrual balances
- Calculations of deductions for scheduled time off
- Statuses of separate time-off requests
- Forecast future accrued PTO for planning purposes

I'm a non-exempt employee, where can I learn how to enter my time in Oracle Cloud?

Information pertaining to time-off requests and balances for non-exempt employees will be announced in the coming weeks. Stay tuned!

ACTION ITEMS

- Remember to attend the June 7th SkyVU Flight Check-In featuring Hot Topics including timekeeping and expenses. Frozen treats will be provided after the presentation! To learn more about this event, please see the [MyVU article](#).
- Share [this webinar link](#) with your colleagues.

Our **next webinar** is June 14 at 10 a.m.