

**HOW TO ESTIMATE YOUR VACATION BALANCE AS OF THE END OF THE CALENDAR YEAR (PLEASE PRINT THIS WORKSHEET)**

Instructions	Your Estimate	Example
<p><b>Step 1.</b> Determine your current vacation leave balance. Write that number in the column to the right.</p> <ul style="list-style-type: none"> <li>• Log into <a href="#">PeopleSoft Human Resources</a></li> <li>• Main Menu</li> <li>• Self Service</li> <li>• Payroll and Compensation</li> <li>• View Paycheck</li> <li>• Click on date for most recent paycheck</li> <li>• Scroll to the bottom left corner of your paycheck</li> <li>• Write down the “End Balance” total from the Vacation column</li> </ul>	<p align="center">I have _____ accrued hours as of</p>	<p><i>Joe checks his vacation leave balance on his April 30 paycheck and sees that his vacation balance is 103.4 hours.</i></p>
<p><b>Step 2.</b> Scroll to the very top of the same pay advice you used for Step 1. To the right of the university’s name and address, on line 3, there is a line called “Pay End Date.” Enter the date on the right.</p>	<p align="center">this date: _____</p>	<p><i>Joe is a non-exempt staff member and his Pay End Date says 04/21/2013.</i></p>
<p><b>Step 3.</b> Review the <a href="#">Vacation Policy</a> and determine how much vacation you accrue per hour worked/paid, summarized below:</p> <p>Non-exempt staff with less than 4 years of service: 0.038462            Non-exempt staff with 4&lt;9 years of service: 0.057692            Non-exempt staff with 9&lt;14 years of service: 0.069231            Non-exempt staff with 14+ years of service: 0.076923            Exempt staff (all): 0.076923</p> <p>Write your vacation accrual rate in the column to the right. If you are a non-exempt staff member and will have your 4<sup>th</sup>, 9<sup>th</sup> or 14<sup>th</sup> service anniversary before December 31, use your accrual rate following your anniversary so you don’t under-estimate.</p>	<p align="center">I accrue _____ hours of vacation for each hour I work or take paid leave.</p>	<p><i>Joe is a non-exempt staff member with seven years of service. Joe writes “0.057692” in the column to the left.</i></p>
<p><b>Step 4.</b> Indicate how many hours you think you will work each week from now through the end of the calendar year.</p>	<p align="center">I think I will work _____ hours per week this year.</p>	<p><i>Joe is full-time, and works 40 hours per week.</i></p>
<p><b>Step 5.</b> Using the date you wrote down in Step 2 as a starting point, determine how many weeks are left until December 21 (if you are a non-exempt staff member) or December 31 (if you are an exempt staff member). You will need to look at a calendar to determine this number.</p>	<p align="center">There are approximately _____ weeks between the date in Step 2 and the end of the year.</p>	<p><i>Joe looks at a calendar and sees that there are approximately 35 weeks until the end of the year.</i></p>
<p><b>Step 6.</b> Multiply the numbers you wrote down in Steps 3-5 to determine approximately how many vacation hours you will accrue between now and the end of the calendar year.</p>	<p>Step 3: _____            x Step 4: _____            x Step 5: _____            = <span style="background-color: #cccccc; padding: 2px 10px;">        </span></p>	<p><i>Joe calculates:</i>            Step 3: 0.057692            x Step 4: x40            x Step 5: x35            = 80.8</p>
<p><b>Step 7:</b> Add the number from Step 1 to the gray-shaded number in Step 6. This is your estimated vacation balance between now and December 31.</p>	<p>Step 1: _____            +Step 6: _____            = <span style="background-color: #cccccc; padding: 2px 10px;">        </span> hours*</p>	<p><i>Step 1: 103.4            +Step 6: +80.8            = 184.2</i></p>
<p><b>Step 8.</b> If the number in the gray-shaded box in Step 7 is more than 160 hours, work with your supervisor to schedule any hours in excess of 160 hours between now and December 31.</p>	<p>Step 7: <span style="background-color: #cccccc; padding: 2px 10px;">        </span> hours*            minus 160 hours            = <span style="background-color: #cccccc; padding: 2px 10px;">        </span> hours</p>	<p><i>Step 7: 184.2 hours            minus 160 hours            = 24.2 hours</i></p>

**\*Note: This is an estimate of your vacation accrual. Your actual accrual may be higher or lower than your calculated estimate above. Any inconsistencies in the information you complete above will result in an incorrect estimate.**