

Record Paid Vacation for an Appointed Staff Member

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Procedure Overview

Overview *To gain an understanding on how to record paid vacation for an appointed staff member by recording the following:*

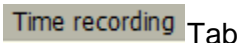

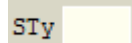
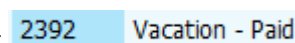

- Start and end date of the paid vacation
- Type – 2392 – Vacation Paid

HRIS Menu Path – Create Absence

Click on the following path:



Human Resources → Personnel Management →
Administration → HR Master Data → Maintain

Maintain HR Master Data Screen

1. Enter 2001 – Absence in the direct selection box or Click on the Time Recording  Tab
2. Enter the start and end date of the paid vacation in the Period selection 
3. Enter 2392 in the Subtype  box or select  from the drop-down.
4. Click on CREATE 

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Create Absences (2001)

1. Click  or press ENTER
2. Click  to SAVE



There is no further action that needs to be taken when an employee returns from vacation. To payout vacation days upon termination, please refer to the process steps under Terminations.

END OF RECORD PAID VACATION PROCESS STEPS