

## PULLING VACATION & LIEU REPORTS IN S&A MANAGER'S GUIDE

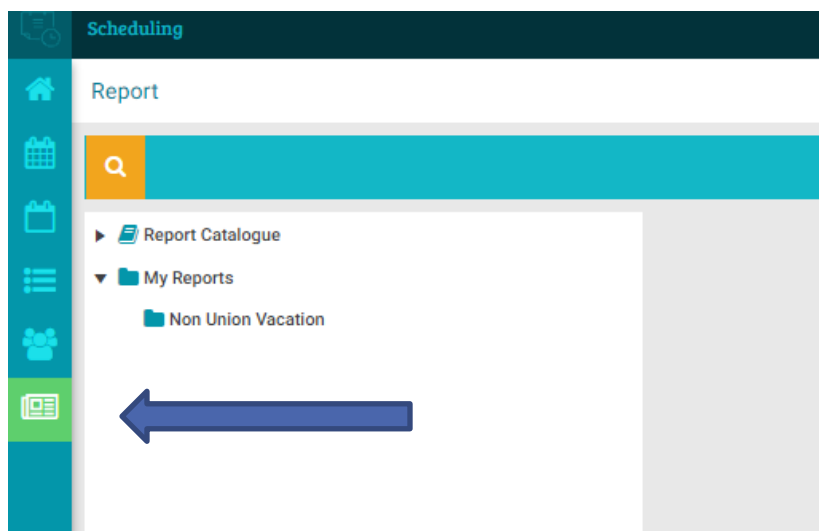
### STEP 1

Log in to S&A (SCHEDULING & ANALYTICS):

[Scheduling](#)

### STEP 2

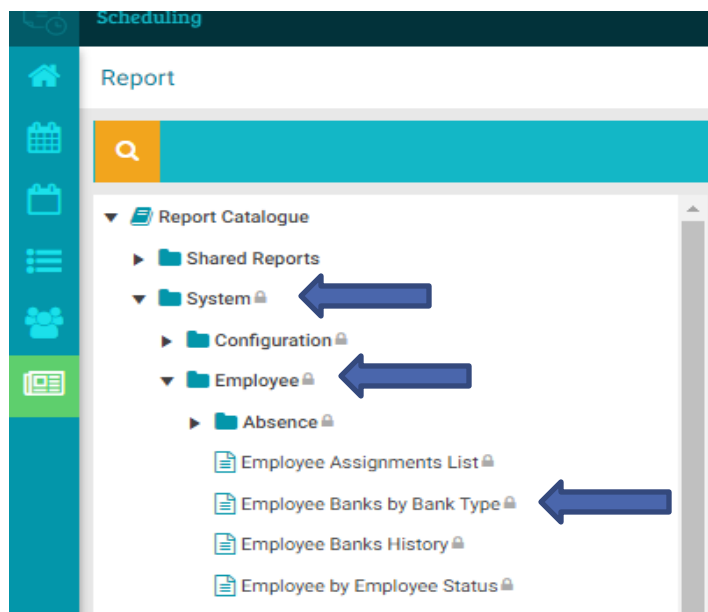
Select the bottom tab on left of the screen (highlighted green on the below snapshot)



### STEP 3

Select Report Catalogue arrow to drop down list.

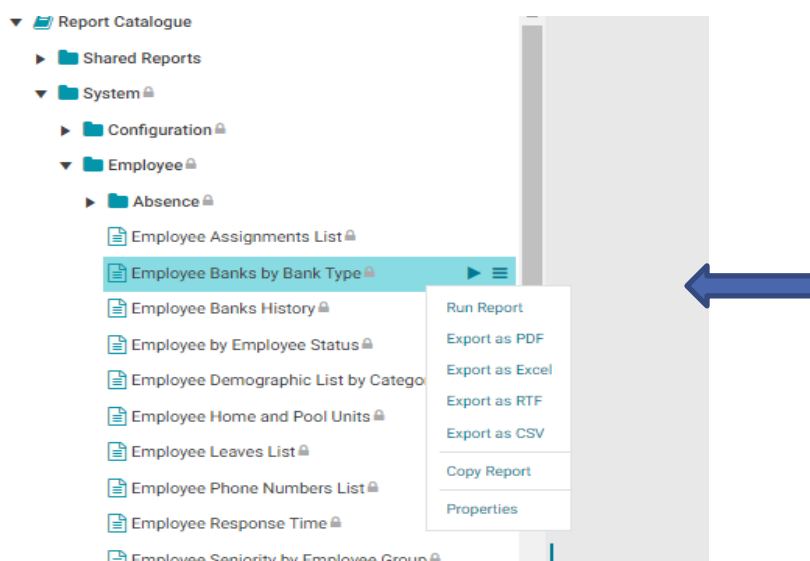
- System
- Employee
- Employee Banks by Bank Type



- Select this icon with the three lines



- Select Run Report



## STEP 4

- Select Date

**Parameters**

Parameter Name	Value
From Date	2023/12/08
To Date	

Enter in 'yyyy/MM/dd' sequence  
eg. 2023/12/06

Calendar view for December 2023. The date 8 is selected.

Buttons: Okay, Cancel, Today

- Press “Okay”

## STEP 5

- Filter by Bank - Vacation FT and/or Vacation Bank FT-Prior and/or Lieu Bank
- Filter by Department – Select your department, example – Plant Services

► Absence Extract Details   ► Employee Banks by Bank Type   ► Employee Banks by Bank Type ✕

✕ Export PDF ▼

**Filters**

**Bank**

☐ Lieu VC

☐ Statutory

☒ Vacation - Full Time

☒ Vacation Bank FT-Prior

**Department**

☒ AMBULATORY

☐ AMH

☐ DI

☐ DS/PI

☐ ENV/SUPP

☐ FINANCE

☐ FOUNDATION

**Unit**

☐ AMB CLINIC

☐ EMEG

**Employee Banks by Bank Type**  
As of : 2023/12/06

Department	Unit	Employee	Current Balance	Start Date	End Date
AMBULATORY	AMB CLINIC	BRETZLOFF-HAMMELL, SANDRA (03066)	0.00h	1900/01/01	
		BRETZLOFF-HAMMELL, SANDRA (03066)	0.00h	1900/01/01	
		DICK, SANDRA (01531)	0.00h	1900/01/01	
		FARRELL, SANDRA (01409)	0.00h	1900/01/01	
		GRAVEL, LISA (02706)	0.00h	1900/01/01	
		INGRAM, MICHELLE (02097)	0.00h	1900/01/01	
		KING, NANCY (03133)	0.00h	1900/01/01	
		MACPHERSON, MYA (04137)	0.00h	1900/01/01	
		MIELKE, ANDREA (02889)	0.00h	1900/01/01	
		MIELKE, ANDREA (02889)	0.00h	1900/01/01	
		MITCHELL, LISA (02248)	0.00h	1900/01/01	
		O'BRIEN, COLLEEN (00274)	63.15h	1900/01/01	
		PHINNEY, LORI-LYNN (02591)	0.00h	1900/01/01	

**Export Report – You can choose PDF or Excel**

## FREQUENTLY ASKED QUESTIONS:

### Q: WHAT IF I DON'T SEE MY EMPLOYEE'S NAME UNDER MY PORTFOLIO?

**A:** Sometimes part-time employees will not appear, as they do not have fulltime banks (which is the bank you are pulling). If you feel that there is an employee that should be appearing on your report, please reach out to [angela.lemke@prh.email](mailto:angela.lemke@prh.email)

### Q: PAYOUT DATES (VACATION & LIEU) \*NON UNION

**Vacation** – Any unused vacation hours will be paid on the last pay period (pay period 26) each year. Employees can request to carry over a max of 37.5 hours of vacation, with manager approval. This carry over must be used by March 31 the following year – **NO EXCEPTIONS.**

**Lieu Bank** – Any unused Lieu banks earned, will be paid out the next year by March 31 – **NO EXCEPTIONS.**

Please reference our Non-Union Vacation Policy on the Intranet titled

**“Vacation Process – Management and Non-Union Non-Management Employees”**