

## Bargaining Unit Vacation Advance Process

### Form Instructions:

1. Complete date, employee ID# (SAP identification number), and employee name
2. Indicated how time is entered (CATS, Kronos, or Nightingale).
3. Enter the date for vacation days and hours per day as well as the total hours.
4. Approval
  - a. The org. unit preparer attaches the completed form and sends it to the approver with the subject line: *Employee's last name, first name check request* (e.g., Smith, Jane check request).
  - b. The org. unit approver approves the form by forwarding the form to [Payroll@jhu.edu](mailto:Payroll@jhu.edu)
  - c. The name of the approver on the form must match the name on the email that is forwarded to Payroll. Also, the preparer's name on the original email must match the preparer on form.
  - d. Indicate the org. unit's cost center. This will be the cost center that is charged the administrative fee starting April 1, 2007.
5. The check request must be emailed to [Payroll@jhu.edu](mailto:Payroll@jhu.edu). The approver's name on the check request must match the sender's name on the email. If the preparer and sender do not match the form, it will be sent back to the sender.
6. If this form is modified or incomplete, it will be sent back to the sender for corrections.
7. Requests must be received by noon on Monday (Tuesday if Monday is a holiday) to coincide with the Payroll cut-off, weekly or bi-weekly.

Multiple forms can be submitted if more than 5 days of vacation are requested.

Vacation advance will be included in the regular pay.

Be sure to enter vacation leave in CATS, Kronos, or Nightingale.

The vacation advance will be deducted from the following pay when the vacation hours are paid.