## NAVIGATE THE HOME PAGE

In Oracle, the Navigator icon ☰ is the entry point to access Oracle E-Business Suite functions.

1. In the Home page, select the global **Navigator** button to invoke a drop-down menu of responsibilities and functions.

2. Once the drop-down menu appears, click **COP HR Employee Self Service** responsibility, then click **Union Employee Sick to Vacation Trade** to launch the form.
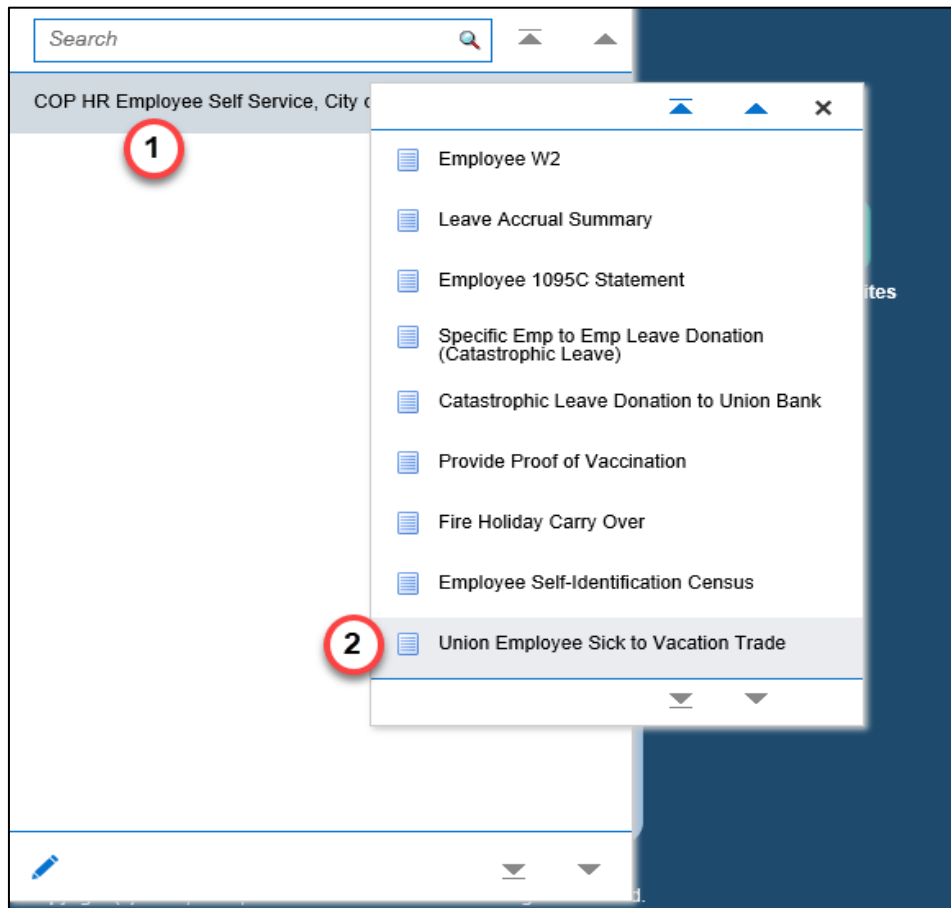
UNION EMPLOYEE SICK TO VACATION TRADE: EXTRA INFORMATION

Once you click **Union Employee Sick to Vacation Trade** from the menu, the extra information form appears.

3. Click **Add** to initiate the sick to vacation trade.

4. Click in the **Employee Number** field and add your employee number. Select **Tab** on the keyboard.

5. Once **Tab** is selected on the keyboard, the following fields populate with data:

- **Available Sick Balance**
- **Minimum Balance Required After Conversion**
- **Minimum Conversion Allowed**
- **Maximum Conversion Allowed**
- **Interval**

6. Click in the **Number of Sick Hours To Be Converted** field and enter the number of sick hours to be converted. Select **Tab** on the keyboard.

The number of sick hours to be converted must be in increments of **15**. However**, these restrictions are dependent upon your specific union.** Some employee hours will convert in increments of 16 with a max of 160. **Firefighters have a maximum conversion of 96 hours**.

The maximum number of sick hours you can request to be converted to vacation is **150**.

7. Once **Tab** is selected on the keyboard, the number of vacation hours to be accrued is populated with the data.

8. Click **Apply**.

9. The requested information entered is populated in **the COP Union Employee Sick to Vacation Trade** region.

10. Click **Next**.

11. The **Union Employee Sick to Vacation Trade: Review** page appears with the proposed request. The name of the approver (your HR Manager) is displayed in the **Approvers** region.

12. Click **Submit**.

13. A **confirmation** message is displayed stating the request has been submitted for approval.

14. Click **Home** to return to the home page.