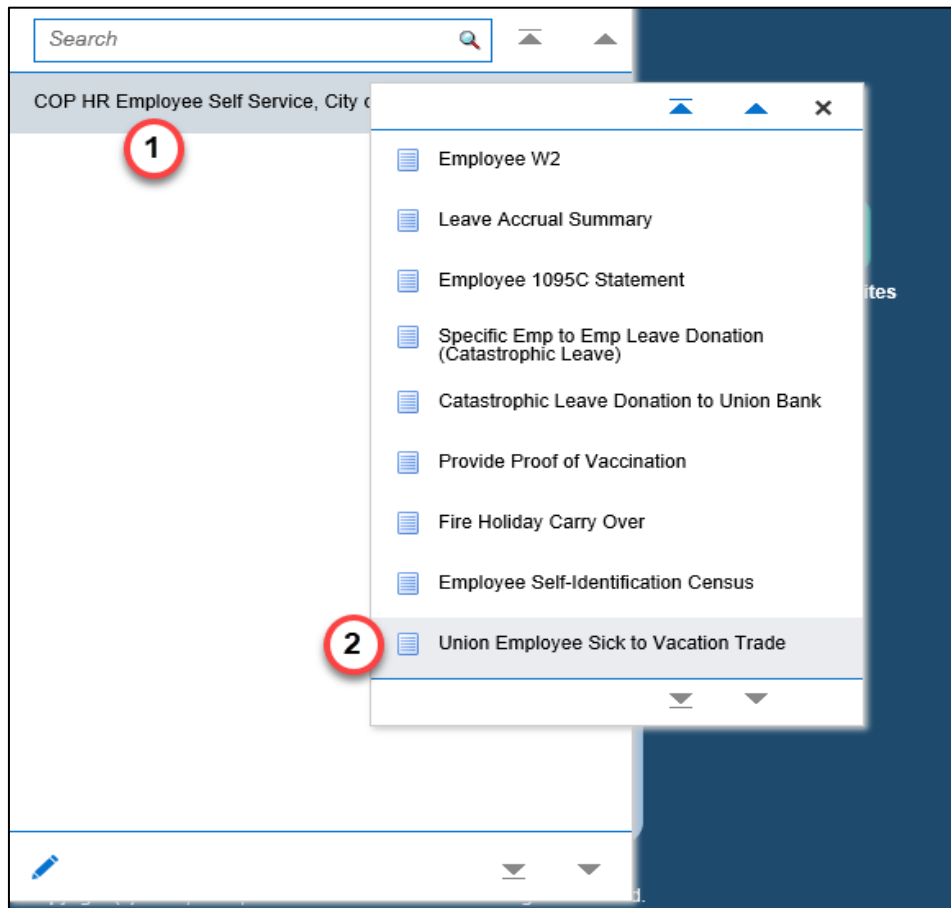


NAVIGATE THE HOME PAGE

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.

Union Employee Sick to Vacation Trade: Extra Information [Cancel] [Save For Later] [Back] [Next]

Employee Name: Smith, William | Employee Number: 244063
 Organization Email Address: Onephilly.Testing@phila.gov | Business Group: City of Philadelphia

Click on ADD button to enter sick to vacation leave trading information, then click on the **NEXT** button

COP Fire Holiday Allotment Carry Over

[Add] | ...

| Select Status | Year Start Date | Year End Date | Carry Over to Next Year | No of Hours to Carry Over | Comments |
|-------------------|-----------------|---------------|-------------------------|---------------------------|----------|
| No results found. | | | | | |

COP Union Employee Sick to Vacation Trade

[Add] | ...

| Select Status | Effective Date | Employee Number | Available Sick Balance (As of today) | Minimum Balance Required After Conversion | Minimum Conversion Allowed | Maximum Conversion Allowed | Interval | Number |
|-------------------|----------------|-----------------|--------------------------------------|---|----------------------------|----------------------------|----------|--------|
| No results found. | | | | | | | | |

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

COP Union Employee Sick to Vacation Trade [Cancel] [Apply]

Employee Name: Smith, William | Employee Number: 244063
 Organization Email Address: Onephilly.Testing@phila.gov | Business Group: City of Philadelphia

Click on ADD button to enter sick to vacation leave trading information, then click on the **NEXT** button

Please enter your employee number in the field below. For reference, your number is shown in the upper right corner.

* Employee Number 4
 Effective Date: 30-Nov-2021

Available Sick Balance (As of today)
 Minimum Balance Required After Conversion
 Minimum Conversion Allowed
 Maximum Conversion Allowed
 Interval

* Number Of Sick Hours To Be Converted
 Number Of Vacation Hours To Be Accrued

Click on **APPLY** button to continue

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

COP Union Employee Sick to Vacation Trade Cancel Apply

Employee Name **Smith, William** Employee Number **244063**
 Organization Email Address Onephilly.Testing@phila.gov Business Group **City of Philadelphia**

Click on ADD button to enter sick to vacation leave trading information, then click on the **NEXT** button

Please enter your employee number in the field below. For reference, your number is shown in the upper right corner.

* Employee Number
 Effective Date 30-Nov-2021

| | |
|---|---------|
| Available Sick Balance (As of today) | 1393.38 |
| Minimum Balance Required After Conversion | 600 |
| Minimum Conversion Allowed | 15 |
| Maximum Conversion Allowed | 150 |
| Interval | 15 |

* Number Of Sick Hours To Be Converted

Number Of Vacation Hours To Be Accrued

Click on **APPLY** button to continue

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**.

COP Union Employee Sick to Vacation Trade Cancel **Apply**

Employee Name **Smith, William** Employee Number **244063**
 Organization Email Address **Onephilly.Testing@phila.gov** Business Group **City of Philadelphia**

Click on ADD button to enter sick to vacation leave trading information, then click on the **NEXT** button

Please enter your employee number in the field below. For reference, your number is shown in the upper right corner.

* Employee Number
 Effective Date 30-Nov-2021
 Available Sick Balance (As of today) 1393.38
 Minimum Balance Required After Conversion 600
 Minimum Conversion Allowed 15
 Maximum Conversion Allowed 150
 Interval 15
 * Number Of Sick Hours To Be Converted
7 Number Of Vacation Hours To Be Accrued 75

Click on **APPLY** button to continue

Union Employee Sick to Vacation Trade: Extra Information Cancel Save For Later Back **Next**

Employee Name **Smith, William** Employee Number **244063**
 Organization Email Address **Onephilly.Testing@phila.gov** Business Group **City of Philadelphia**

Click on ADD button to enter sick to vacation leave trading information, then click on the **NEXT** button

COP Fire Holiday Allotment Carry Over

Add | ...

| Select Status | Year Start Date | Year End Date | Carry Over to Next Year | No of Hours to Carry Over | Comments |
|-------------------|-----------------|---------------|-------------------------|---------------------------|----------|
| No results found. | | | | | |

COP Union Employee Sick to Vacation Trade 9

Add | ...

| Select | Status | Effective Date | Employee Number | Available Sick Balance (As of today) | Minimum Balance Required After Conversion | Minimum Conversion Allowed | Maximum Conversion Allowed | Interval | Number |
|----------------------------------|--------|----------------|-----------------|--------------------------------------|---|----------------------------|----------------------------|----------|--------|
| <input checked="" type="radio"/> | New | 30-Nov-2021 | 244063 | 1393.38 | 600 | 15 | 150 | 15 | 150 |

10

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**.

Union Employee Sick to Vacation Trade: Review

Employee Name: Smith, William
 Organization Email Address: Onephilly_Testing@phila.gov

Employee Number: 244063
 Business Group: City of Philadelphia

Buttons: Cancel, Printable Page, Save For Later, Back, **Submit** (12)

Extra Information Type

COP Union Employee Sick to Vacation Trade

| | Proposed |
|---|--------------|
| Effective Date | 30-Nov-2021 |
| Employee Number | 244063 |
| Available Sick Balance (As of today) | 1393.38 (11) |
| Minimum Balance Required After Conversion | 600 |
| Minimum Conversion Allowed | 15 |
| Maximum Conversion Allowed | 150 |
| Interval | 15 |
| Number Of Sick Hours To Be Converted | 150 |
| Number Of Vacation Hours To Be Accrued | 75 |

Approvers

| Details | Line No | Approver | Approver Type | Order No | Category | Status | Delete |
|---------|---------|--------------|---------------|----------|----------|--------|--------|
| ▶ | 1 | Harris, Azia | HR People | 1 | Approver | | 🗑️ |

▶ Add Adhoc Approver

Comments to Approver

Cancel, Printable Page, Save For Later, Back, **Submit**

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

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

