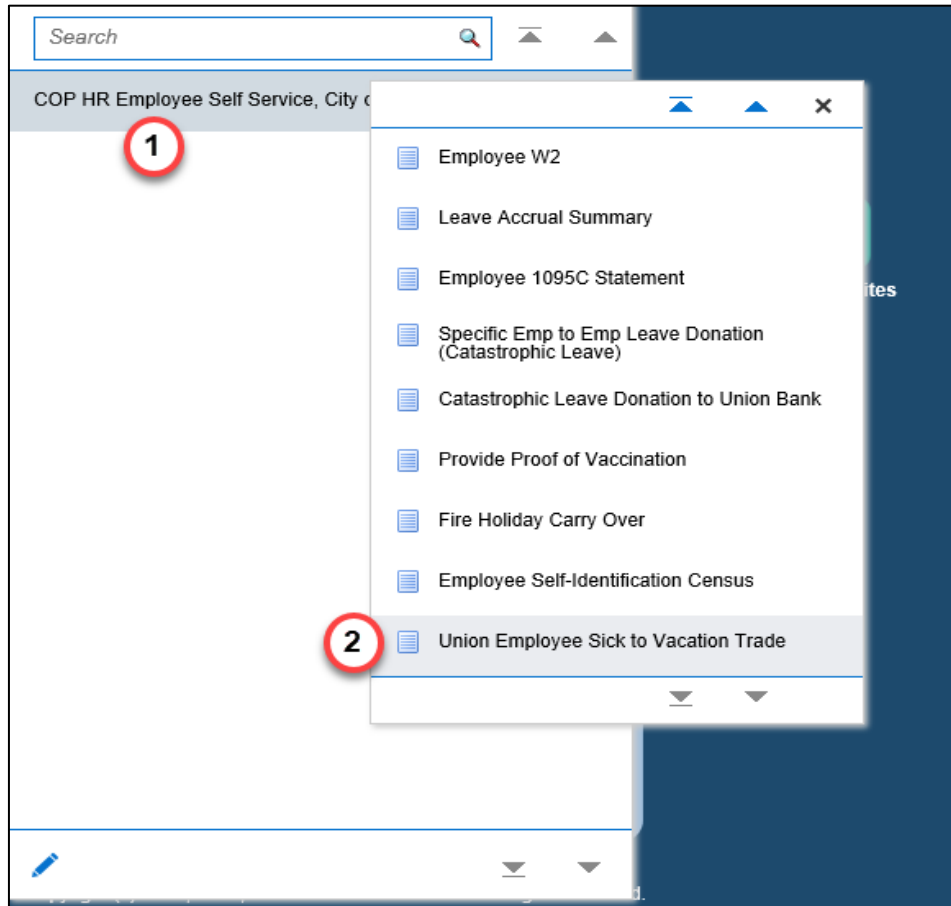


NAVIGATE THE HOME PAGE

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.

- 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.								

- 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
 Number Of Vacation Hours To Be Accrued 7

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

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**

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
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

Buttons: 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.

