

District Council 33 and District Council 47 recently negotiated a new benefit. Employees have the option **to sell up to 75 hours (10 days) of accrued vacation in return for the cash value** of the leave time. The sell-back period occurs during the same time period when other leave exchanges are currently permitted **except for this start-up year**. The **sellback period** is between:

- **Jul 1 and Aug 31** of the **2022** calendar year
- **Jan 1 to Mar 31** of the **2023** calendar year and later

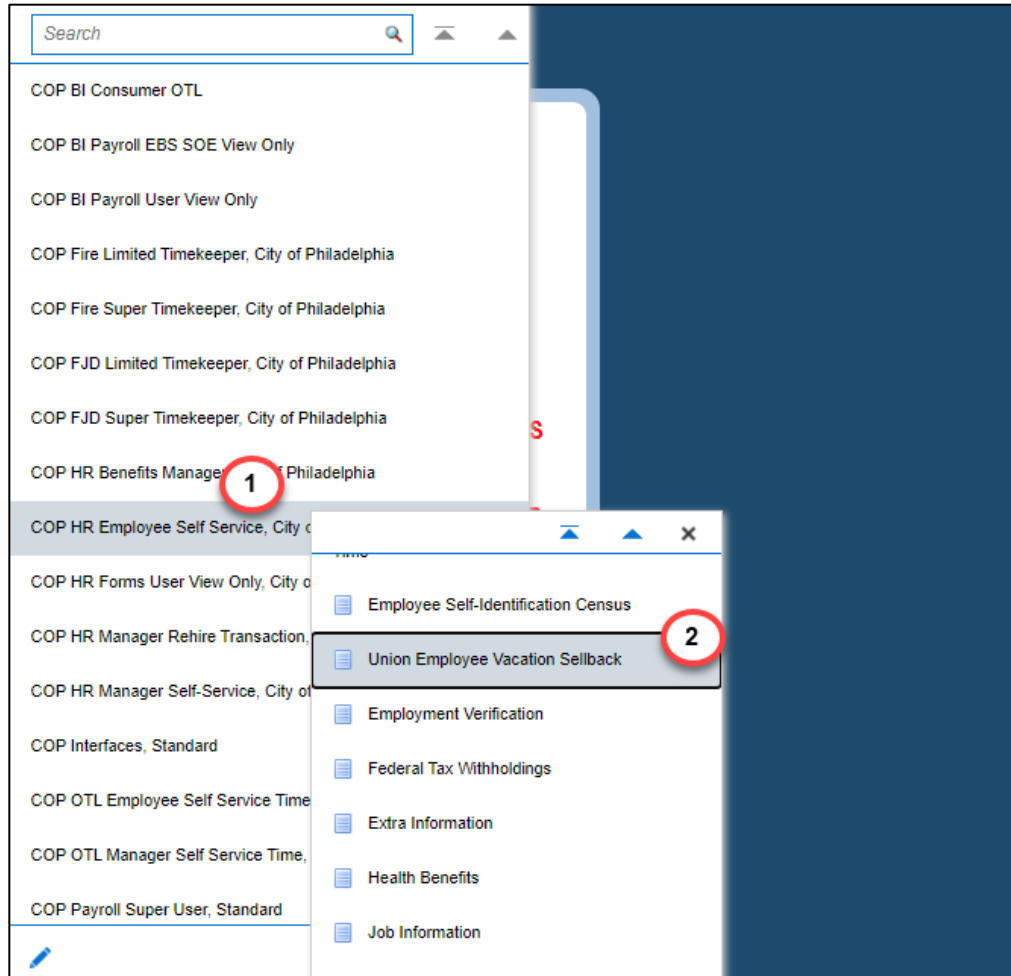
Key Points to Remember

- ❖ Only employees in **CUC A, H, J and M** are eligible to use this benefit.
- ❖ Sell-back requests must be in **whole-day increments**.
- ❖ **Taxes** will be **withheld in the same manner as for regular wages**. **Payments** will be made as **part of a regular payroll run and disbursed in the same way** as the employee's regular pay.
- ❖ The minimum remaining balance is 40 days. This is equivalent to 300 hours (7.5 hours per workday x 40 days).
- ❖ The **maximum** sell-back is **10 days**.

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 Vacation Sellback** to launch the form.



UNION EMPLOYEE VACATION SELLBACK: EXTRA INFORMATION

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

3. Click **Add** to initiate the vacation sellback request.

Union Employee Vacation Sellback: Extra Information Cancel Save For Later Back Next

Employee Name _____ Employee Number _____
 Organization Email Address Onephilly.Testing@phila.gov Business Group City of Philadelphia

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

COP Union Employee Vacation Sellback

Add 3

Select	Status	Employee Number	Effective Date	Vacation Balance(As Of Next Pay Period End Date)	Minimum Balance Required After Vacation Sellback	Minimum Conversion Allowed	Maximum Conversion Allowed	Interval	Number Of V
	No results found.								

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

COP Union Employee Vacation Sellback Cancel Apply

Employee Name _____ Employee Number _____
 Organization Email Address Onephilly.Testing@phila.gov Business Group City of Philadelphia

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 23-Jun-2022
 Vacation Balance(As Of Next Pay Period End Date) _____
 Minimum Balance Required After Vacation Sellback _____
 Minimum Conversion Allowed _____
 Maximum Conversion Allowed _____
 Interval _____
 * Number Of Vacation Hours To Be Converted

Click on **APPLY** button to continue

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

- **Vacation Balance**
- **Minimum Balance Required After Vacation Sellback**
- **Minimum Conversion Allowed**
- **Maximum Conversion Allowed**
- **Interval**

6. Click in the **Number of Vacation Hours To Be Converted** field and enter the number of vacation hours to be converted.

7. Click **Apply**.



The number of vacation hours for the sellback must be **in whole day increments (7.5)**.



The maximum number of vacation hours you can request is **75 (10 days)**.

- 8. The requested information entered is populated in **the COP Union Employee Vacation Sellback** region.
- 9. Click **Next**.

The screenshot shows the Oracle COP HR Employee Self Service interface. At the top, the title is "Union Employee Vacation Sellback: Extra Information". Below this, there are fields for "Employee Name", "Organization Email Address" (with the value "Onephilly.Training@phila.gov"), "Employee Number", and "Business Group" (with the value "City of Philadelphia"). To the right of these fields are buttons for "Cancel", "Save For Later", "Back", and "Next". The "Next" button is highlighted with a red circle containing the number 9. Below the form, there is a section titled "COP Union Employee Vacation Sellback" with an "Add" button and a table. The table has columns: "Select", "Status", "Employee Number", "Effective Date", "Vacation Balance(As Of Next Pay Period End Date)", "Minimum Balance Required After Vacation Sellback", "Minimum Conversion Allowed", "Maximum Conversion Allowed", and "Interval Number". The first row in the table has a radio button selected, a status of "New", and values: "21-Apr-2022", "525", "300", "7.5", "75", "7.5", and "60". The "Add" button is highlighted with a red circle containing the number 8.

- 10. The **Union Vacation Sellback: Review** page appears with the proposed request. The name of the approver (your HR Manager) is displayed in the **Approvers** region.
- 11. Click **Submit**.

Union Employee Vacation Sellback: Review

Employee Name: [Redacted] Employee Number: [Redacted]
Organization Email Address: Onechilly.Testing@chila.gov Business Group: City of Philadelphia

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

Extra Information Type

COP Union Employee Vacation Sellback

Proposed	
Employee Number	202990
Effective Date	21-Apr-2022
Vacation Balance(As Of Next Pay Period End Date)	525
Minimum Balance Required After Vacation Sellback	300
Minimum Conversion Allowed	7.5
Maximum Conversion Allowed	75
Interval	7.5
Number Of Vacation Hours To Be Converted	60

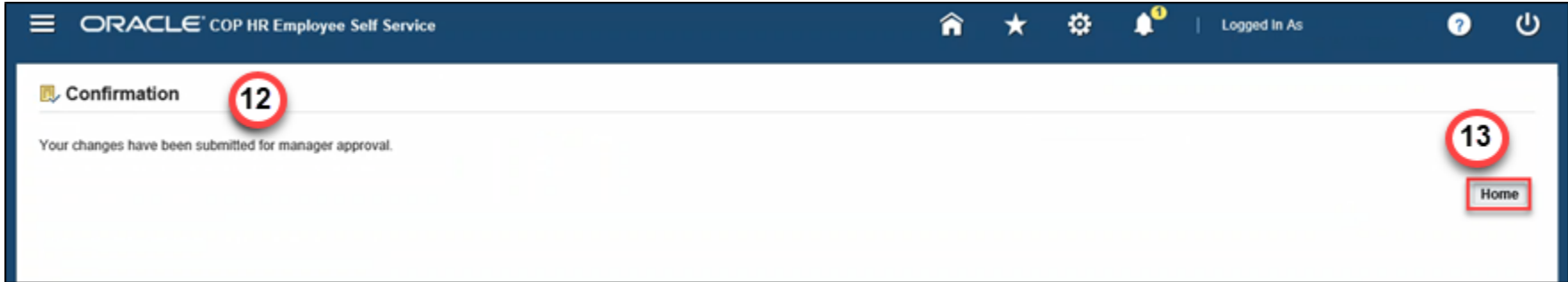
Approvers

Line No	Approver	Approver Type	Order No	Category	Status	Delete
1	Wilson, Kenneth	HR People	1	Approver		

Comments to Approver

This is test

12. A **confirmation** message is displayed stating the request has been submitted for approval.
13. Click **Home** to return to the home page.



Next Steps: After your HR Manager approves this request, the vacation sellback will be posted to pay **out in the following pay period (not the current one).**