Understanding the Vacation/Seniority Balances in myinfo.sfu.ca

This document is for employees who currently are employed at SFU and are eligible for vacation and/or have seniority.

The following document will provide information on how to look up and understand the display of your vacation and/or seniority balances in myinfo.sfu.ca.

Signing In

Go to [https://myinfo.sfu.ca/psp/hrprd/?cmd=login](https://myinfo.sfu.ca/psp/hrprd/?cmd=login) and enter your User Id and password.

Once you sign in, you will be brought to the Employee Self Service Page.

Select the Vacation/Seniority Tile:

Section A

Description of fields:

1) Vacation As Of YYYY/MM/DD: the date the vacation page was last updated
2) Taken as Of YYYY/MM/DD vacation taken, reported by Time Keepers up to and including this date.
3) Vacation Plan: the type of vacation leave plan that you are enrolled in,
4) Vacation Rate: APSA, CUPE, Excluded employees - the amount of vacation time you accrue per hour. Poly Party employees – this is the annual (lump sum) amount you are entitled to if you work a full year.
5) Currently on Temp Assignment at Hours Biweekly: Displays the standard bi-weekly hours for your appointment. ONLY SHOWS UP IF YOU ARE ON A TEMPORARY ASSIGNMENT
6) Assignment End Date: the date your current appointment is set to end. ONLY SHOWS UP IF YOU ARE ON A TEMPORARY ASSIGNMENT
7) Service Date: the date used to determine your annual vacation entitlement.
8) Vacation Calendar Year: Based on your service date, this is the year used to determine your vacation rate.
Section B

1. a) Current vacation entitlement: displays for continuing employees. This is a projected estimate of the amount of vacation you may be entitled to take this year. These hours have not been earned and are only an estimate. Changes to your employment status (i.e. changes in hours of work or taking a personal leave) may change your vacation entitlement.
   b) Vacation earned YTD: displays for temporary employees. It is the amount of vacation you have earned up to and including the ‘Vacation As of Date.’

2. Vacation Carried Forward: vacation hours carried forward from last year

3. Grandfathered vacation: banked vacation time that is not subject to payout (Bill 66) rules. Time from this bank is reduced when you take more vacation time than you have carried forward and accrue for this year. ONLY APPLICABLE TO APSA AND EXCLUDED EMPLOYEES

4. Adjustments: Any adjustments to vacation made during the year that are not due to vacation taken or accrued.

5. Vacation Taken YTD: total vacation taken and reported up to the displayed vacation taken date.

6. a) Vacation Available: displays for continuing employees. An estimate of the total vacation available to take.
   b) Vacation Balance: displays for temporary employees. The amount of vacation available to take

7. ‘You must take xx hours of vacation in xxxx or receive a payout in xxxx’: Vacation time that needs to be taken in the noted year to avoid payout. ONLY FOR APSA, BC CAMPUS AND EXCLUDED EMPLOYEES
Section C – Seniority (If applicable)

Your seniority balance up to the ‘As of’ date. ONLY FOR CUPE EMPLOYEES. For more information on what seniority is and how it is calculated/ maintained, refer to the CUPE collective agreement (a copy is available on-line at http://www.sfu.ca/human-resources under ‘CUPE’)

Section D – Vacation Taken Detail

1) Taken Detail select the ‘>’ for a detailed list of vacation time taken.

2) To change the date the vacation is being displayed select:

The following will appear:

Update the time period as needed.

Section E – Frequently Asked Questions

Select the link for common vacation questions and answers.

Still have questions? Please send an email to benefits@sfu.ca