# NAVIGATE THE HOME PAGE

In Oracle, the Navigator icon  $\equiv$  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.

	R Employee Self Service		â	🗙 🏟 崎 Logged in As	william.l.smith 🥜 🔱						
Union Employee Sick	to Vacation Trade: Extr	a Information		Cancel	Save For Later Back Next						
Employee Name Smith, William Employee Number 244063   Organization Email Address Onephilix_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 Allotme	ent Carry Over										
Add   •••	N 01 10 1	Y 5 10 4									
Select Status No results found.	Year Start Date	Year End Date	Carry Over to Next Year	No of Hours to Carry Over	Comments						
Add   ····	k to Vacation Trade										
Select Status Effective Date E	mployee Number Available Sicl	K Balance (As of today) Minim	um Balance Required After Conversion Mi	nimum Conversion Allowed Maximum Conve	rsion Allowed Interval Number (						
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4. Click in the Employee Number field and add your employee number. Select Tab on the keyboard.

	IR Employee Self Service				â	*	0	<b>↓</b> <sup>1</sup>	Logged In As WILLIAM	.L.SMITH ?	ዓ
COP Union Employee	Sick to Vacation Trade									Cancel	Apply
Employee Name Organization Email Address	Smith, William Onephilly.Testing@phila.gov	Employee Number Business Group	244063 City of Philadelphia	Click on ADD butte	on to ente	er sick to	vacation le	ave trading in	formation, then click on the	NEXT button	
Please enter your employe	e number in the field below. Fo	r reference, your	number is shown in	the upper right o	orner.						
	* Employee Nu		4	•)							
	Effective	Date 30-Nov-2021									
	Available Sick Balance (As of t	oday)									
M	linimum Balance Required After Conve	rsion									
	Minimum Conversion All	owed									
	Maximum Conversion All	owed									
	In	terval									
	* Number Of Sick Hours To Be Conv	erted									
	Number Of Vacation Hours To Be Ac	crued									
		Click on APPL	Y button to continue								



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- 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

	loyee Self Service		Â	*	•	<b>↓</b> <sup>1</sup>	Logged in As WILLIAM.L.SMITH	<b>?</b> ()
COP Union Employee Sick	to Vacation Trade						Ca	ance <u>l</u> A <u>p</u> ply
	, William illy.Testing@phila.gov	Employee Number 244063 Business Group City of Philadelph	ia Click on ADD button to	) enter sick t	o vacation le	ave trading	information, then click on the <b>NEXT</b> but	tton
Please enter your employee num	ber in the field below. For	reference, your number is show	n in the upper right corr	ier.				
	* Employee Num	ber 244063						
		Date 30-Nov-2021						
	Available Sick Balance (As of too	lav) 1393.38						
	Balance Required After Convers							
	Minimum Conversion Allo							
	Maximum Conversion Allo	wed 150						
	Inte	rval 15						
	nber Of Sick Hours To Be Conve er Of Vacation Hours To Be Accr							
		Click on APPLY button to continue	2					

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.

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COP Union Employee Sick to Vacation Trade								8 Cancel Apply
Employee Name Smith, William Organization Email Address <u>Onephilly Testing@phila.gov</u>	Employee Number 2440 Business Group City	063 / of Philadelphia	Click on ADD button to en	ter sick to	vacation leav	ve trading info	rmation, then click on the NE	XT button
Please enter your employee number in the field below. Fo	r reference, your num	ber is shown in th	he upper right corner	-				
* Employee Nu	mber 244063							
Effective	Date 30-Nov-2021							
Available Sick Balance (As of te	oday) 1393.38							
Minimum Balance Required After Conve	rsion 600							
Minimum Conversion Alle	owed 15							
Maximum Conversion Alle	owed 150							
Int	erval 15							
Mumber Of Sick Hours To Be Conv	erted 150							
Number Of Vacation Hours To Be Acc	crued 75							
	Click on APPLY bu	utton to continue						

= (		CLE COP	HR Employee Self	Service							â	*	¢	<b>•</b>	D	L	ogged in As	s WILLI	IAM.L.SMI	тн	10	ር
Unio	n Empl	oyee Sick	to Vacation 1	rade: E	xtra Infori	mation											Cance	e <u>l</u> Sa	ve For Lat	er Bao	: <u>k</u> Nej	<u>x</u> t
-	anization E	iployee Name mail Address day Allotm				loyee Number Isiness Group	244063 City of	3 f Philadelphia	Click on	ADD butto	on to ent	ter sick to	vacation	leave trad	ding ir	nforma	tion, then c	click on	the NEX	<b>T</b> button		
Add	•••																					
Select	Status		Year Start D	ate	Year F	nd Date		Carry Over te	o Next Year			Ne	o of Hour	s to Car	rry O	ver			Со	nments		
	No results	found.																				
	Union Ei	nployee Si	ck to Vacation	Trade	9																	
Select	Status Ef	fective Date	Employee Number	Available 3	Sick Balance	(As of today)	Minimu	m Balance Re	equired After	r Convers	ion Mi	nimum	Conversi	on Allov	wed I	Maxin	num Conv	ersion	Allowed	Interval	Numb	er (
۲	New 30	-Nov-2021	244063	1393.38			600				15					150				15	150	
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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.

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Union Employee	Sick to Vacation Trad	e: Review		Canc	el Printable Page Save For	Later Bac <u>k</u> Sub <u>m</u> it
	Employee Name	Smith, William		Employee Numbe	r 244063	
	Organization Email Address	Onephilly.Testing@phila.gov		Business Group	p City of Philadelphia	(12)
Extra Information T	уре					-
COP Union Employee	Sick to Vacation Trade					
		Proposed				
		Date 30-Nov-2021				
	Employee Nu					
11 Minimur	Available Sick Balance (As of to m Balance Required After Conve					
	Minimum Conversion Alle					
	Maximum Conversion Alle					
	Int	terval 15				
Nu	mber Of Sick Hours To Be Conv	erted 150				
Numl	ber Of Vacation Hours To Be Acc	crued 75				
Approvers						
•••						
Details Line No	Approver	Approver Type	Order No	Category	Status	Delete
1	Harris, Azia	HR People	1	Approver		Û
<						>
Add Adhoc Approv	ver					
Comments to Appro	over					
		^	]			
			]			
				Canc	el Printable Page Save For	Later Back Submit



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

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Confirmation					(	14 Home

