

Vacation Tracker for Administrator QUICK CARD

Information for Vacation Administrator Users

Accessing Vacation Tracker

To access Vacation Tracker, please go to Atlas.

<https://atlas.mit.edu/atlas>

Select the Manage People.

Then select SRS Vacation Tracking.

A screen showing current balances for staff in your area will appear.

Authorizations

If you find that you have individuals that are unable to access the system, please contact your HR Primary Authorizer, and necessary authorizations will be added in Roles.

Submitting on Behalf of Employees

You can use this tool to monitor, contact, or submit on behalf of your SRS employees. If your SRS employee has an irregular work schedule*, please use the Hours dropdown to record the specific hours taken on that workday.

Submitting Vacation Time Outside of the Reporting Period

If you need to report vacation time for your staff, which was taken prior to the active reporting period noted within Vacation Tracker, please report this time to Payroll through the email application at the bottom of the screen, and Michelle Williams will enter this time into SAP. You must include the following information in order for this request to be processed:

Employee Name

Vacation Date(s)

Vacation Type (Regular or 5th Week)

Full or Half Day

Balance Issues

If you have any questions about balance discrepancies, please email payroll@mit.edu or call 3-3337.

Reporting Problems

If you encounter any issues in using Vacation Tracker, please send emails to **computing-help@mit.edu** if/when you encounter issues with the application.

Help

Specific instructions related to navigating the report are available by clicking the help button within Vacation Tracker.

** An irregular workschedule is one in which an employee consistently works an irregular number of hours in a workweek schedule (example – 10 hours every Monday, 4 hours every Tuesday, etc).*