

Vacation Tracker for Sponsored Research Staff (SRS) QUICK CARD

Information for SRS Staff Users

The system directly updates the information in MIT's payroll and financial systems (SAP), and your attention to inputting the vacation time you take on a monthly basis will help to assure the accuracy of this data. You must access Vacation Tracker each month to either submit vacation, or to note that you have no vacation time to report. The following information will assist you in using Vacation Tracker.

Accessing Vacation Tracker

To access Vacation Tracker, please go to Atlas Self Service.

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

Then select SRS Vacation Tracker under My Time.

A screen showing your recent vacation history and current balances will appear.

Authorizations:

Users need to have the appropriate authorizations to access Vacation Tracker. If you find that you are unable to access the system, please send an email to **computing-help@mit.edu**, and your authorizations will be corrected.

Submitting and Editing Vacation Time

You may report and change vacation taken during the active reporting period noted near the top of the Vacation Tracker screen. Vacation balances will update in real time after pressing the submit vacation button, and your revised balance will be available within Vacation Tracker. If you need to report vacation time taken prior to the active reporting period, please contact your departmental vacation administrator, and he/she can report the vacation time directly to Payroll on your behalf.

To submit vacation days:

Navigate to the add/change vacation section.

Click the date box to pull up a calendar.

Select the desired day for vacation.

(At present each day must be recorded individually, but with a system enhancement, you will eventually be able to select a block of days for reporting.)

Choose full day or half day.

Choose regular or 5th week vacation type.

(Employees at MIT for ten years receive a 5th week of vacation time every five years thereafter.)

Click add button to add your selection.

Repeat this process to record additional vacation days.

When you have input all of the days you wish to report, click submit vacation button.

To change vacation days:

You may change vacation days that are listed in the add/change vacation section. Navigate to the days or vacation type columns and make the change. Click submit vacation button to complete the change.

To delete vacation days:

You may delete vacation days that are listed in the add/change vacation section. Click the check box of the delete column. Click submit vacation button to complete the deletion.

No vacation to submit:

Use this button for a month period in which there are no vacation days to report. Clicking on this button updates a report for vacation administrators informing them that you have no vacation days to report for the current month.

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. You may also contact the vacation administrator within your department, laboratory or center to report any difficulties you may experience.

Help

The instructions included above are also available by clicking the help button within Vacation Tracker.