Vacation Entitlement - Transition to UWinsite People

The UWinsite People Absence module integrates seamlessly with the Time and Labour module, streamlining the management of vacation, absences, and lieu time. Building on the familiar My Attendance Portal, it ensures entitlements are accurately tracked in compliance with UWindsor's vacation policy and collective agreements. By displaying vacation time in hours, the module provides greater accuracy in tracking and reporting time balances, ensuring alignment with payroll calculations and supporting precise record-keeping.

This enhanced solution provides real-time updates, simplifies workflows, and improves transparency. Employees and managers can easily access detailed balance information, while automated alignment with policies and agreements ensures consistency and fairness. With its user-focused design, the Absence module makes time-off management more efficient and effective for UWindsor staff and faculty.

My Attendance Portal	UWinsite People (Time & Absence Module)
Vacation entitlements for the calendar year are displayed in days starting on January 1 each year.	Vacation entitlement is accrued in hours and added to your vacation balance on the last day of each month.
Vacation balance declines as employees take vacation days throughout the calendar year.	Vacation balances decrease as vacation hours are used; however monthly vacation entitlements are then added to the balance at the end of each month.
During a calendar year an employee can request vacation time and receive approval within the system.	Employees can take their full vacation entitlement during the calendar year, even if they have not yet accrued the entire balance.
Employees using timecards previously had to record their vacation time both on the timecard and in the My Attendance Portal.	UWP integrates timecards and absence tracking to eliminate duplicate data entry, allowing seamless communication between modules.
Employees receive their full annual vacation entitlement in their vacation balance at the beginning of the calendar year.	Employees accrue vacation time monthly and can preview their projected vacation balance for a future date in the system.