

The "Requests by Employee, Alphabetic List" is one of a family of reports that show employee vacation requests. The reports can also be sorted by seniority and employee number. If you choose to do so you can print the data for one department or one work center.

VacationScheduler™ can accept and evaluate multiple vacation requests. For example, some companies allow 3 choices for the first week of vacation; 3 choices for the second week; and 3 choices for the third week of vacation.

Vacation requests can be of any length from 1 day on.

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Requests by Employee, Alphabetic List

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Report Parameters: Company Code: WI, Department(s): All Departments, Work Center(s): All Work Centers.

Period/ Week	Choice	Begin Date	End Date	Total V. Days	Reg. Day(s) Off	Vac. Days	Regular Days Off Not Counted Against Vacation Time*			
Company Code: WI										
Emp. #:	249	FELZER, JOHN			Max. Vac. Days: 10		Department: ACCOUNTING Work Center: AR			
		Seniority Date: 02/08/03								
1	1	07/03/05	07/09/05	7	3	4	07/03/05	07/04/05	07/09/05	
2	1	09/04/05	09/10/05	7	3	4	09/04/05	09/05/05	09/10/05	
3	1	11/20/05	11/26/05	7	3	4	11/20/05	11/24/05	11/26/05	
Emp. #:	32	GEMISON, PETER B			Max. Vac. Days: 28		Department: SHIPPING			
		Seniority Date: 10/14/87								
1	1	07/02/05	07/06/05	5	3	2	07/02/05	07/03/05	07/04/05	
1	2	07/23/05	07/31/05	9	4	5	07/23/05	07/24/05	07/30/05	07/31/05
2	1	09/29/05	10/04/05	6	2	4	10/01/05	10/02/05		
2	2	11/20/05	11/26/05	7	3	4	11/20/05	11/24/05	11/26/05	
Emp. #:	20	GIBSON, SUSAN ANN			Max. Vac. Days: 20		Department: SHIPPING			
		Seniority Date: 10/01/95								
1	1	07/26/05	07/28/05	3	0	3				
1	2	09/11/05	09/17/05	7	2	5	09/11/05	09/17/05		
1	3	10/18/05	10/24/05	7	2	5	10/22/05	10/23/05		
2	1	08/11/05	08/17/05	7	2	5	08/13/05	08/14/05		
2	2	08/23/05	08/29/05	7	2	5	08/27/05	08/28/05		
2	3	08/31/05	09/06/05	7	3	4	09/03/05	09/04/05	09/05/05	
3	1	09/29/05	10/05/05	7	2	5	10/01/05	10/02/05		
3	2	11/01/05	11/07/05	7	2	5	11/05/05	11/06/05		
3	3	01/09/05	01/15/05	7	2	5	01/09/05	01/15/05		
4	1	03/13/05	03/19/05	7	2	5	03/13/05	03/19/05		

VacationScheduler™ schedules employees by seniority.

February 8th is John Felzer's seniority date for vacation scheduling purposes.

The Maximum Number of Vacation Days an employee can take. This employee may take 20 vacation days.

If this vacation request is granted, then it would start on March 13th and end on March 19th.

The total number of days in the vacation request, including Saturdays, Sundays, and holidays.

The net vacation days that will be counted against an employee's vacation time, if the request is granted. Regular Days Off are not counted in the total.

The total number of Saturdays, Sundays and holidays that fall within the vacation request.

These days are not usually counted against an employee's vacation

Regular Days Off are usually Saturday, Sunday, and holidays that fall within an employee's vacation.

These days are not usually counted against an employee's vacation time. The days are printed for your review.

September 3rd and 4th are Saturday and Sunday respectively. September 5th is Labor Day.