Manager: Vacation Carryover eForm
How to approve a vacation carryover eForm

Email Notifications will be sent to your SPPS email when an employee who reports to you submits a vacation carryover form.

The email will include the type of form along with the employees name in the subject line.

Form details will be included in the email.

A link to approve the form will be provided in the email. You can click on the link to take you directly to the form.

If you do not use the email link you are also able to access any eForm that is pending your approval by clicking “evaluate an employee form”.

Once you click search this will show any eForm that is requiring your approval. Information will include the form ID, employee ID number and a description of which form was submitted for your approval.

To access the form please click on the Form ID in the list.
• Employee information will appear at the top of the form. This will include their employee ID, name and location.

• The employee’s current vacation balance will display on the form. Please note that this is the current amount as of the submission date. This number could change with additional accruals and usage during the remainder of the year.

• Employees will choose which type of carryover

• If the employee chooses a partial carryover and/or payout they will need to indicate the amount of hours over their contracted limit they wish to carryover and/or payout. (Payout option is only available on limited contract. Employees will only have options based on their contract)

• You have the ability to change the type of carryover and/or amount of carryover hours if needed. (Example: if employee chooses full carryover and you only can approve 20 additional hours to be carried over you would switch the type of carryover to “Partial Carryover” and the amount of hours to 20.00)

• If you are denying the request please indicate the reason for denial. Once you click deny this information will be included in an automatic email letting the employee know their request has been denied.

• Click Approve or Deny.