

This report gives you a *complete* look at an employee's vacation time. You see *all scheduled vacations in one place*. You also see how *many days an employee may take*, how many days *have been scheduled* and how many days *remain* to be scheduled.

10/30/05

Vacation Report by Employee Number

Page: 1

8:04:38 PM

Report Parameters: Company Code: WI, Department(s): ALL, Work Center(s): ALL.

Period/ Week	Choice	Begin Date	End Date	Total Vac. Days	Reg Days Off	Net Vac Days	Regular Days off not counted against Vacation Time*				
Company Code: WI		Scheduling Pass: 1			Beginning Date: 01/01/05		Ending Date: 12/31/05				
Emp. #: 1		Name: PARSONS, THOMAS A			Depart.: ACCOUNTING						
		Seniority Date: 3/18/1990	Max. Vac. Days: 20		Work Ctr.: AP						
1	1	07/03/05	07/16/05	14	5	9	07/03/05	07/04/05	07/09/05	07/10/05	07/16/05
2	1	09/04/05	09/10/05	7	3	4	09/04/05	09/05/05	09/10/05		
3	1	12/25/05	12/31/05	7	2	5	12/25/05	12/31/05			
Total Net Vac Days Scheduled:				18	Days to be Scheduled: 2						
Emp. #: 3		Name: EHRMAN, LESLIE A			Depart.: SHIPPING						
		Seniority Date: 7/19/1991	Max. Vac. Days: 20		Work Ctr.: AR						
1	1	07/03/05	07/05/05	3	2	1	07/03/05	07/04/05			
2	1	07/22/05	07/24/05	3	2	1	07/23/05	07/24/05			
3	1	02/06/05	02/12/05	7	2	5	02/06/05	02/12/05			
4	1	10/09/05	10/15/05	7	3	4	10/09/05	10/10/05	10/15/05		
Total Net Vac Days Scheduled:				11	Days to be Scheduled: 9						
Emp. #: 7		Name: DICKSON, DANIEL A			Depart.: ACCOUNTING						
		Seniority Date: 1/11/1992	Max. Vac. Days: 17		Work Ctr.: AR						
1	1	06/29/05	07/05/05	7	3	4	07/02/05	07/03/05	07/04/05		
2	1	07/12/05	07/14/05	3	0	3					
3	1	07/27/05	07/31/05	5	2	3	07/30/05	07/31/05			
4	2	02/06/05	02/07/05	2	1	1	02/06/05				
Total Net Vac Days Scheduled:				11	Days to be Scheduled: 6						

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

**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.

**Total Net Vacation Days Scheduled:** The number of days counted against an employee's vacation time. This employee has used up 11 of his 17 days. It does not usually include Saturdays, Sundays, or holidays. You have the option of determining how regular days off are handled.

**Days to be Scheduled:** The number of *unscheduled* vacation days. This employee can request 6 more days.