

Hexcel's Workday User Manual

Chapter 5-05

VACATION ACCRUAL OVERRIDE

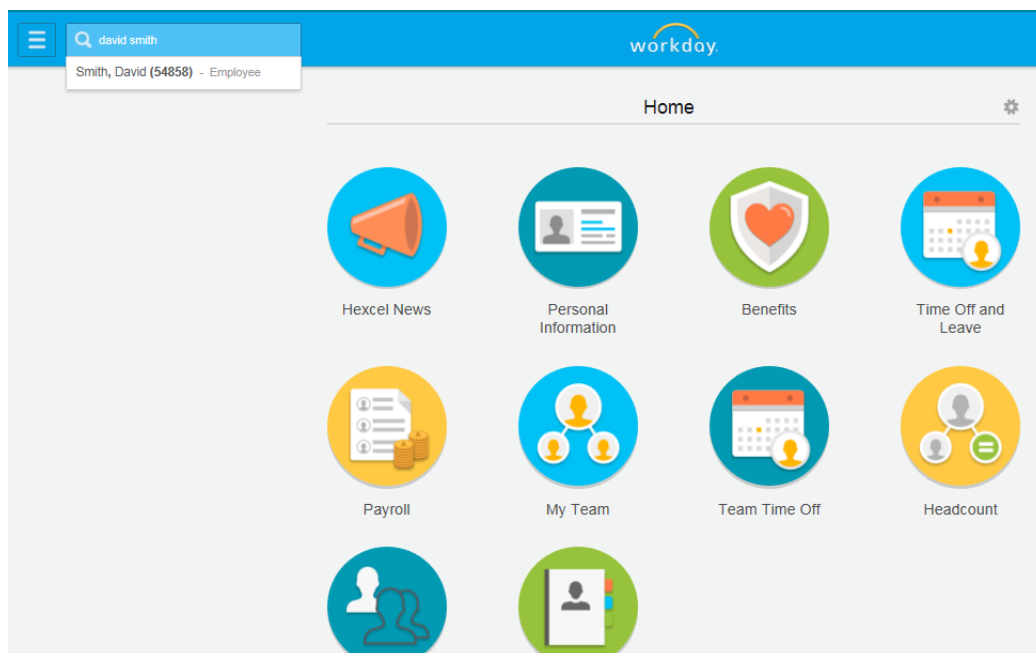
Use this procedure to modify the accrual rate of an exempt employee with prior relevant job experience. The modification to the accrual rate could occur at the time of hire or any time prior to the employee's fifth anniversary with the company when the employee achieves five years of related experience. Refer to Hexcel Human Resources Policy 5.02 for specific eligibility criteria.

3, 4, 5, and 6 Week Vacation Accrual Override

Unless specifically approved by the Vice President of Human Resources and the Hiring Manager, all modifications to the accrual rate should be at the three (3) week level. Only Human Resources is authorized to change vacation accrual rates under this procedure.

Here are the steps which must be followed:

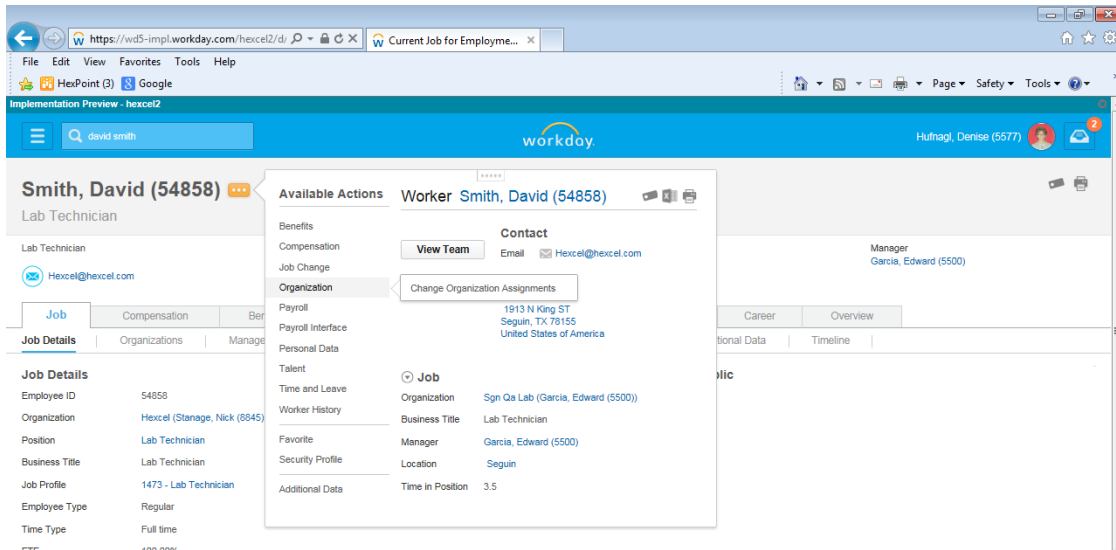
1. In the search field enter the name of the employee who should receive an adjusted accrual rate. Select the Employee by clicking on the name.



2. Click the Related Actions  icon. Then hover over the **Organization** actions.

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3. Select **Change Organization Assignments**

Change Organization Assignments

Effective Date * 07/10/2014

Worker * Smith, David (54858)

OK

Cancel

4. Select the **Effective Date**. The default is the current (today's) date. Be sure and change the date, if applicable, that the employee's accrual rate should change. This may be coincident with the hire date or the date the Employee achieves five years related job experience.

5. Once populated, click the **OK** button.

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Change Organization Assignments

Effective Date 06/23/2014
Worker * Smith, David (54858)
Position Lab Technician - Smith, David (54858)
Supervisory Organization Sgn Qa Lab (Garcia, Edward (5500))

Organization Assignments 5 items

*Organization Type	Proposed Organization
Company	search USA-3 Hexcel Reinforcements Corporation
Cost Center	F03102 Testing
Function	ISC
Vacation Accrual Exception	US Vacation Override - 6 Weeks
Time Tracker Type	

Additional Information

6. The **Change Organization Assignments** screen will appear. Click on the **Vacation Accrual Exception** field and select the appropriate accrual rate for the Employee.



Note: Remember any selection greater than three weeks needs the Hiring Manager and Vice President of Human Resources approval. An offer letter with the appropriate signatures will substitute for additional approvals.

Change Organization Assignments

Effective Date 06/23/2014
Worker * Smith, David (54858)
Position Lab Technician - Smith, David (54858)
Supervisory Organization Sgn Qa Lab (Garcia, Edward (5500))

Organization Assignments 5 items

*Organization Type	Proposed Organization
Company	USA-3 Hexcel Reinforcements Corporation
Cost Center	F03102 Testing
Function	ISC
Vacation Accrual Exception	search US Vacation Override - 3 Weeks
Time Tracker Type	

Additional Information

enter your comment

7. Once you selected the appropriate accrual rate, click

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You have submitted [Assign Organizations: Smith, David \(54858\)](#) ⋮



Process Successfully Completed

Details and Process

Done

8. A notification regarding the change in accrual rate will be sent to the Employee's Supervisor.

Actions (1) Notifications (1)

Assign Organizations: Smith, David (54858)
Lab Technician - Smith, David (54858) has had a change made to his or her Vacation Accrual Exception.
2 minute(s) ago

9. The process is complete and the Employee's accrual rate will automatically adjust on the effective date of the change.

Date	Chapter Modified