



**PEOPLE-FORWARD**  
Inspiring People & Teams



How you want to be treated.

## HOW TO REQUEST ANNUAL VACATION

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# PEOPLE STAFFING SERVICES

## HOW TO REQUEST ANNUAL VACATION

Andgo’s Annual Vacation Module enables employees to request vacation online in their employee portal (MySchedule). Employees also have online access to view their vacation estimate, seniority ranking in their vacation group and their unit quotas. Similar to annual vacation planning in previous years, employees will request their vacation in a series of three rounds starting with Round 1. In Round 3, employees can bid for multiple vacation requests by selecting lists of requested vacation.

During the process, employees receive email notifications about important dates and updates about their requests.

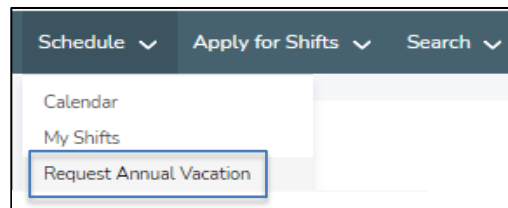
Below is the process for employees to submit vacations requests in Andgo.

### Instructions:

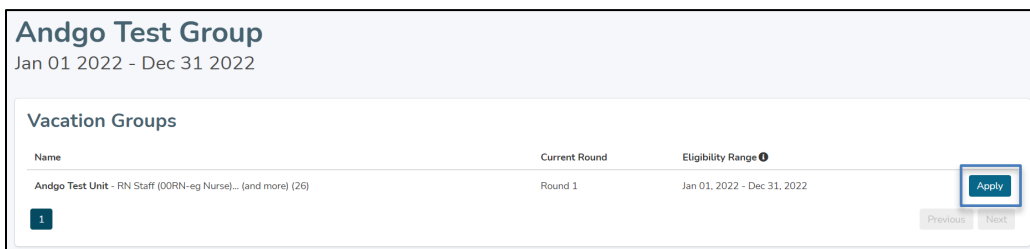
1. Log in to Andgo at <https://andgo.phcnet.ca> using your network account login (e.g. Infosys\JSmith). This is the same login information used to view online job postings and electronic pay statements. The preferred browser is Google Chrome.

**Don’t know your login?** Contact the Service Desk at [servicedesk@vch.ca](mailto:servicedesk@vch.ca) or call 604-806-9333.

2. Click ‘Request Annual Vacation’ under the ‘Schedule’ tab in the main navigation.



3. Click ‘Apply’ in the Vacation Group that you are requesting vacation.





## Round 1 & 2

- Click 'Apply' for Round 1.

**Andgo Test Unit - RN Staff (00RN-eg Nurse)... (and more) (26)**

Vacation Groups / Vacation Rounds

**JANE DOE**  
Union NURS

Current Home Unit: Andgo Test Unit  
Current Home Occupation: RN Staff (00RN-eg Nurse)

Vacation Bank	2022 Vacation	Pending	Approved	Available
Estimated Entitled Vacation	150,000	0,000	0,000	150,000
Supplemental Vacation	0,000	0,000	0,000	0,000

**Round 1** ACTIVE  
open for submissions

OPEN 09:00 AM PDT Sep 8, 2021 CLOSE 02:00 PM PDT Sep 8, 2021

Seniority Ranking: 8/10

Eligibility Ranges: Jan 1, 2022 - Dec 31, 2022

[Apply](#)

**Note:** Your seniority ranking for this Vacation Group is displayed in this screen.

- Create three vacation requests during days that you are scheduled to work (scheduled shifts are indicated by a blue bar across bottom of calendar date). Select your vacation dates by clicking on the date you wish to select in the calendar or by selecting dates in the right sidebar under 'Create Vacation Request'. Then click 'Add Request'.

January 2022

Jan 10 - 14, 2022

5 Shifts 17.5 hrs

Create Vacation Request

Start Date: January 10, 2022

End Date: January 14, 2022

[Add Request](#)

- Reorder/rank your vacation requests by dragging and dropping.

**Ranked Requests**  
Drag and drop to sort.

1 Jan 10 - 14, 2022  
 Vacation Hrs Available  Quota  Unsaved [Delete](#)

5 Jan 31 - Feb 2, 2022  
 Vacation Hrs Available  Quota  Unsaved [Delete](#)

2 [Unsaved](#)



7. Submit your vacation requests.

**Ranked Requests**  
Drag and drop to sort.

1	Jan 31 - Feb 2, 2022	Delete	=
	<input checked="" type="checkbox"/> Vacation Hrs Available <input checked="" type="checkbox"/> Quota <span style="background-color: orange; padding: 2px;">Unsaved</span>		
2	Jan 10 - 14, 2022	Delete	=
	<input checked="" type="checkbox"/> Vacation Hrs Available <input checked="" type="checkbox"/> Quota <span style="background-color: orange; padding: 2px;">Unsaved</span>		
3	Jan 17 - 22, 2022	Delete	=
	<input checked="" type="checkbox"/> Vacation Hrs Available <input checked="" type="checkbox"/> Quota <span style="background-color: orange; padding: 2px;">Unsaved</span>		

Warning You have unsaved changes. Finish editing and resubmit to save your changes.

SUBMIT VACATION REQUESTS

8. If you request vacation for a span of days that you do not have available vacation hours to accommodate, you will see the following pop-up.

**Vacation Banks**

Bank Type	Available (hrs)	Requested (hrs)	Remaining (hrs)
Estimated Entitlement	150.000	172.500	-22.500
Supplemental Vacation	0.000	0.000	0.000
	150.000	172.500	-22.500

⚠ Your request exceeds your vacation hours available.

Use Supplemental Vacation
 

0.00 hrs

ADD VACATION REQUEST

**Note:** Ensure you select a minimum of three vacation requests before proceeding. Ensure you have enough hours to cover your vacation request by checking your Estimated Entitlement.

If you have supplemental vacation, you may use some of these hours by selecting the checkbox and adding the number of supplemental vacation hours you wish to use.

**Vacation Banks**

Bank Type	Available (hrs)	Requested (hrs)	Remaining (hrs)
Estimated Entitlement	34.000	52.500	-18.500
Supplemental Vacation	35.000	0.000	35.000
	69.000	52.500	16.500

⚠ Your request requires use of supplemental vacation hours.

Use Supplemental Vacation
 

0.00 hrs

ADD VACATION REQUEST



**Vacation Banks**

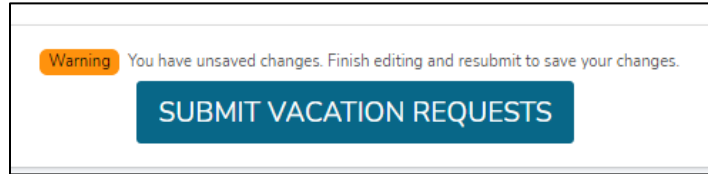
Bank Type	Available (hrs)	Requested (hrs)	Remaining (hrs)
Estimated Entitlement	34.000	34.000	0.000
Supplemental Vacation	35.000	18.500	16.500
	69.000	52.500	16.500

Use Supplemental Vacation
 

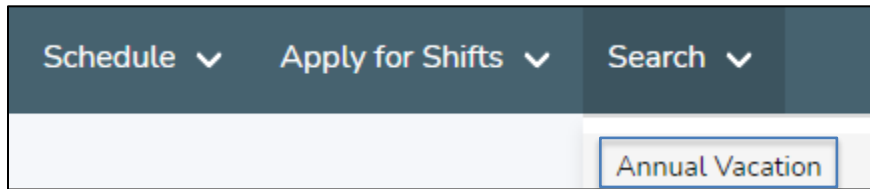
18.5

ADD VACATION REQUEST

9. Click 'Submit Vacation Requests' to submit the requests.



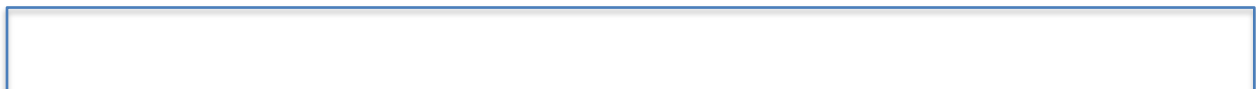
10. To review your submitted vacation, click 'Search' and then click 'Annual Vacation'. Select the appropriate filter.



11. Click 'Details' to see your requested vacation and any comments from the approver and the current status.

Annual Vacation Participant Search Results																																									
Vacation Process	Vacation Group	Vacation Round	Approved Dates	Number of Preferences	Processed																																				
Andgo Test Unit	Andgo Test Unit - RN Staff (00RN-eg Nurse)... (and more) (26)	Round 1		4	Unprocessed	<a href="#">Details</a> <a href="#">Previous</a> <a href="#">Next</a>																																			
<b>Ranked Requests</b> <table border="1"> <thead> <tr> <th>Order</th> <th>Requested Dates</th> <th>Total Hours</th> <th>Submitted By</th> <th>Submitted Date</th> <th>Manager Comment</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Jan 20 2022 - Jan 28 2022</td> <td>52,500</td> <td>JANE DOE</td> <td>Sep 08, 2021</td> <td>-</td> <td>-</td> </tr> <tr> <td>2</td> <td>Jan 31 2022 - Feb 02 2022</td> <td>22,500</td> <td>JANE DOE</td> <td>Sep 08, 2021</td> <td>-</td> <td>-</td> </tr> <tr> <td>3</td> <td>Jan 10 2022 - Jan 14 2022</td> <td>37,500</td> <td>JANE DOE</td> <td>Sep 08, 2021</td> <td>-</td> <td>-</td> </tr> <tr> <td>4</td> <td>Mar 21 2022 - Mar 31 2022</td> <td>67,500</td> <td>JANE DOE</td> <td>Sep 08, 2021</td> <td>-</td> <td>-</td> </tr> </tbody> </table>							Order	Requested Dates	Total Hours	Submitted By	Submitted Date	Manager Comment	Status	1	Jan 20 2022 - Jan 28 2022	52,500	JANE DOE	Sep 08, 2021	-	-	2	Jan 31 2022 - Feb 02 2022	22,500	JANE DOE	Sep 08, 2021	-	-	3	Jan 10 2022 - Jan 14 2022	37,500	JANE DOE	Sep 08, 2021	-	-	4	Mar 21 2022 - Mar 31 2022	67,500	JANE DOE	Sep 08, 2021	-	-
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**Note:** Another way to view approved requests is to follow steps one to three. Scroll to the bottom of the page to see your approved vacation requests.





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Round 1		ACTIVE
OPEN 09:00 AM PDT Sep 8, 2021	CLOSE 02:00 PM PDT Sep 8, 2021	open for submissions
Seniority Ranking 8 / 10		
Eligibility Ranges Jan 1, 2022 - Dec 31, 2022		
<input type="button" value="Apply"/>		
Child round 1		NOT YET AVAILABLE
OPEN 09:00 AM PDT Sep 9, 2021	CLOSE 02:00 PM PDT Sep 9, 2021	
Seniority Ranking 8 / 10		
<input type="button" value="Apply"/>		
Round 3 (FINAL ROUND)		NOT YET AVAILABLE
OPEN 09:00 AM PDT Sep 10, 2021	CLOSE 02:00 PM PDT Sep 12, 2021	
Seniority Ranking 8 / 10		
<input type="button" value="Apply"/>		

Approved Vacation Requests			
Date	Total Days	Vacation Hrs Used	Round Granted
No vacation requests have been approved yet.			

Round 1 and Round 2 will follow the same process as steps one through 12.

### Round 3 – Creating Lists:

We highly recommend that you create multiple lists for dates you wish to request off.

Round 3 allows staff to create multiple lists for various vacation requests throughout the year. The more lists you have, the more opportunity you have for approved vacation, but please note only one request per list can be approved at a time.

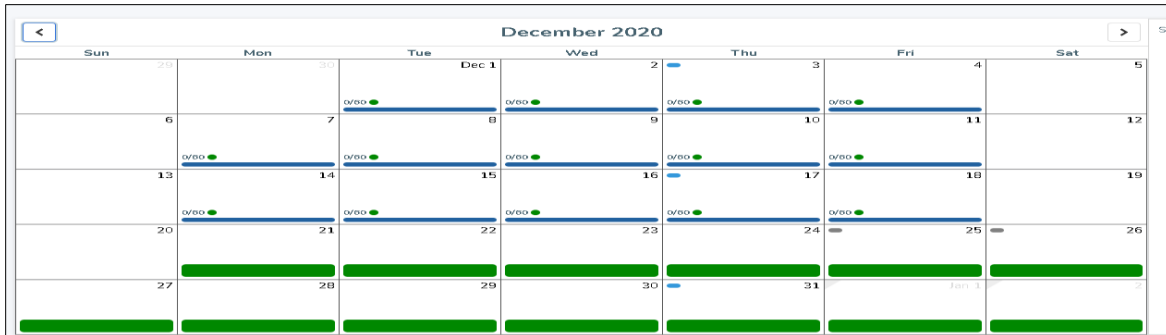
Staffing reviews all lists and approves or denies each list depending on the vacation quotas. You may re-add dates from a previous list to a new list (in case a vacation request from another list is approved/denied).

We recommend that staff ensure they have other requests in other lists. If you condense all your requests into just one or two lists, you may only have two approved requests. The more lists you have, the higher chance you have of an approved request.

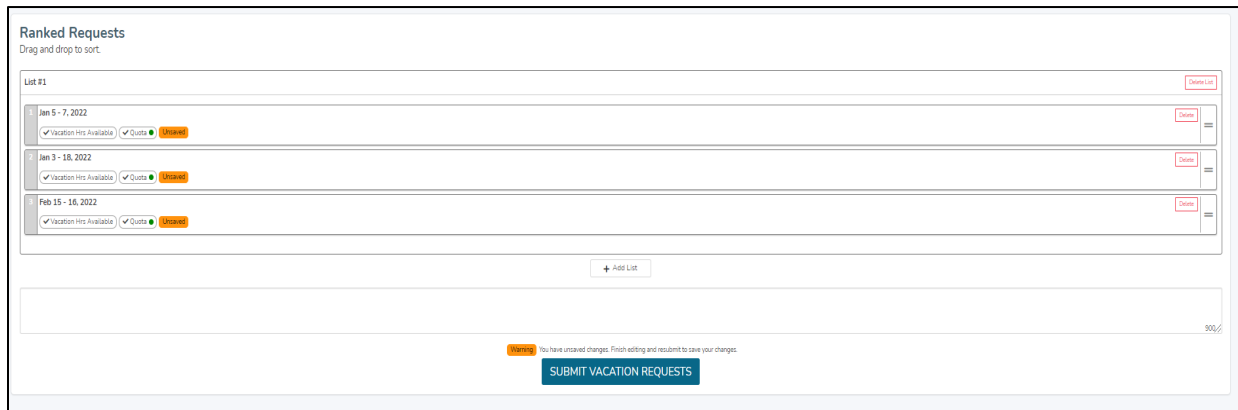
1. Follow Steps 1-3 from the instructions above. [Click here](#) to quick link back to those instructions. Select 'Apply' for Round 3.



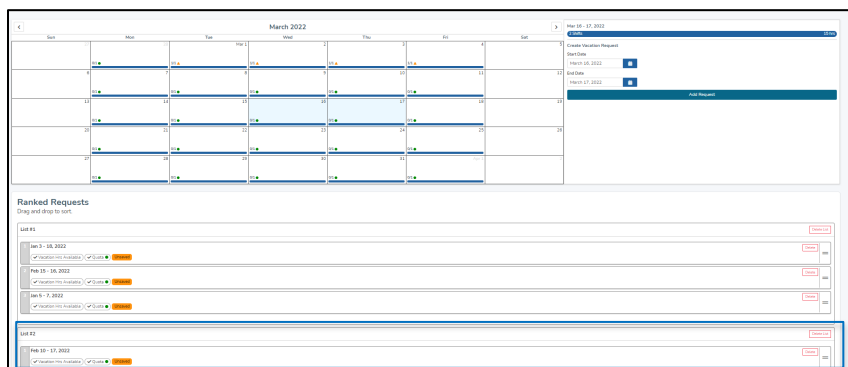
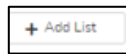
2. Any approved vacation will show as green bars in your calendar view.



3. Add your vacation request to your first list.  
(You may have up to 20 requests between all your lists).



4. Add a second list of requests by clicking 'Add List' at the bottom of the page.



**Note:** Ensure that you are not requesting any vacation dates that were approved in a previous Round. Ensure that you adjust any dates that may overlap with dates already approved.



- The vacation request will automatically be listed under the most recent list added. In order to move a request from one list to another, just drag and drop the request to the desired list. Or, when requesting vacation, select 'Add to List'.

Vacation Banks			
Bank Type	Available (hrs)	Requested (hrs)	Remaining (hrs)
Estimated Entitlement	34.000	22.500	11.500
Supplemental Vacation	35.000	0.000	35.000
	69.000	22.500	46.500

Use Supplemental Vacation 0.00 hrs
Add to List #1  
✓ #2
**ADD VACATION REQUEST**

**Ensure to request multiple lists in order to maximize your chances for approved vacation.**

- Click 'Submit Vacation Requests'.

Warning You have unsaved changes. Finish editing and resubmit to save your changes.

SUBMIT VACATION REQUESTS