

USER GUIDE: WHERE TO FIND APPROVED VACATION AND VACATION HOURS

Where to find approved Vacation in Andgo:

- 1) Log into the [Andgo portal](https://andgo.phcnet.ca) (<https://andgo.phcnet.ca>)
- 2) Under the **Search** tab, click **Annual Vacation**.
- 3) Select the round of vacation you would like to view:

Search Annual Vacation

Vacation Process *

2022 Annual Vacation

Round

Round 1

--- 4 Rounds ---

Round 1

Round 1B

Round 2

Round 3

--- 2 Units ---

Occupation

--- Select A Unit ---

Request Status

Search

Annual Vacation Participant Search Results

Vacation Process	Vacation Group	Vacation Round	Approved Dates	Number of Preferences	Processed
2022 Annual Vacation	Staff Scheduling Svcs Clerk (178)	Round 1	Mar 14 2022 - Apr 06 2022	3	Oct 14, 2021 13:27 PDT

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Once you click on the round you would like to view, you will see your Vacation information for that round. Alternatively click **Search** without picking a particular round and you will be able to view all three rounds at once.

Where to find your Vacation hours

In the Andgo portal, click on your Vacation group (unit and occupation pairing), this is where you can view your vacation bank.

Union FAC

Current Home Unit:	Staff Scheduling Svcs P			
Current Home Occupation:	Clerk VI (0963-lerk VI)			
Vacation Bank	2022 Vacation	Pending 1	Approved	Available
Estimated Entitled Vacation	180.050	0.000	135.000	45.050
Supplemental Vacation	0.000	0.000	0.000	0.000

Vacation hours can also be found on your pay stub under leave balances.

Leave Balances		
Description	YTD Taken	YTD Balance
Facilities / PHC Fac / HEU-Fac		
Sick		39.58
Special		76.69
Vac Evn Yr		173.52
Vac Odd Yr		
Vac Supp		
OT Ja-De		3.00
Total:	0	292.79

- Vacation Leave entitlement balances are indicated as alternating “even” (e.g. 2022) and “odd” (e.g. 2023) years
- Vacation Leaves are calculated until June 30th of the current year (e.g. 2022 vacation is calculated from July 1st 2021 to June 30th 2022)
- Vacation Leave banks will only show vacation hours taken to date, vacation hours are not deducted from the vacation bank until the hours have been processed through payroll

Click [here](#) for the link to your paystub