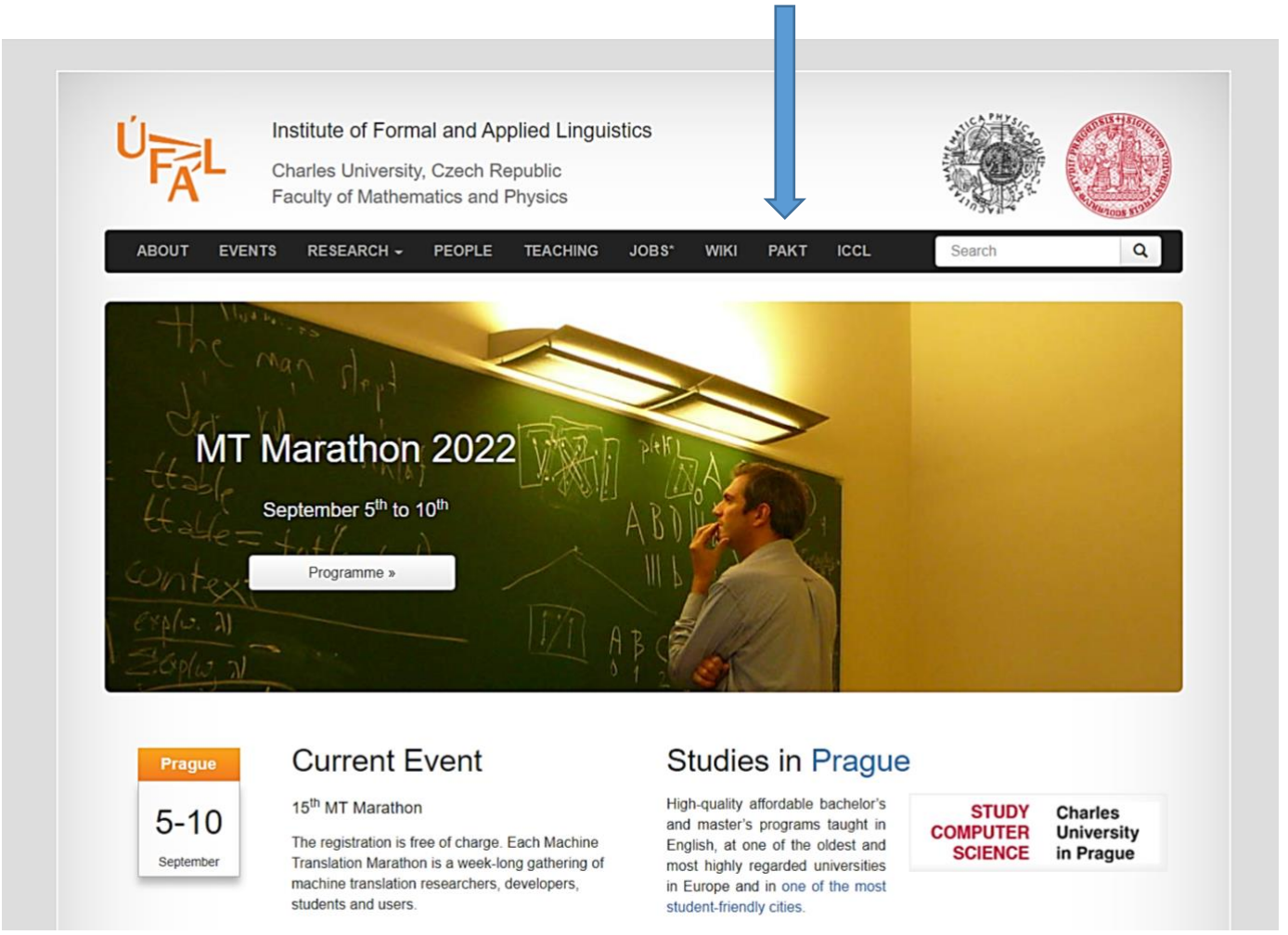
Instructions for use
module My vacation in the PAKT system

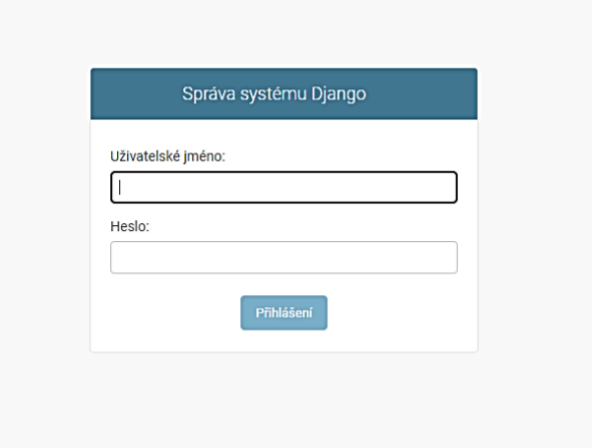
The latest update: 13 September 2022

The PAKT is an administrative system for the management of personnel and project agenda of ÚFAL MFF UK(https://ufal.mff.cuni.cz/pakt/). One of its modules is My Vacation for:

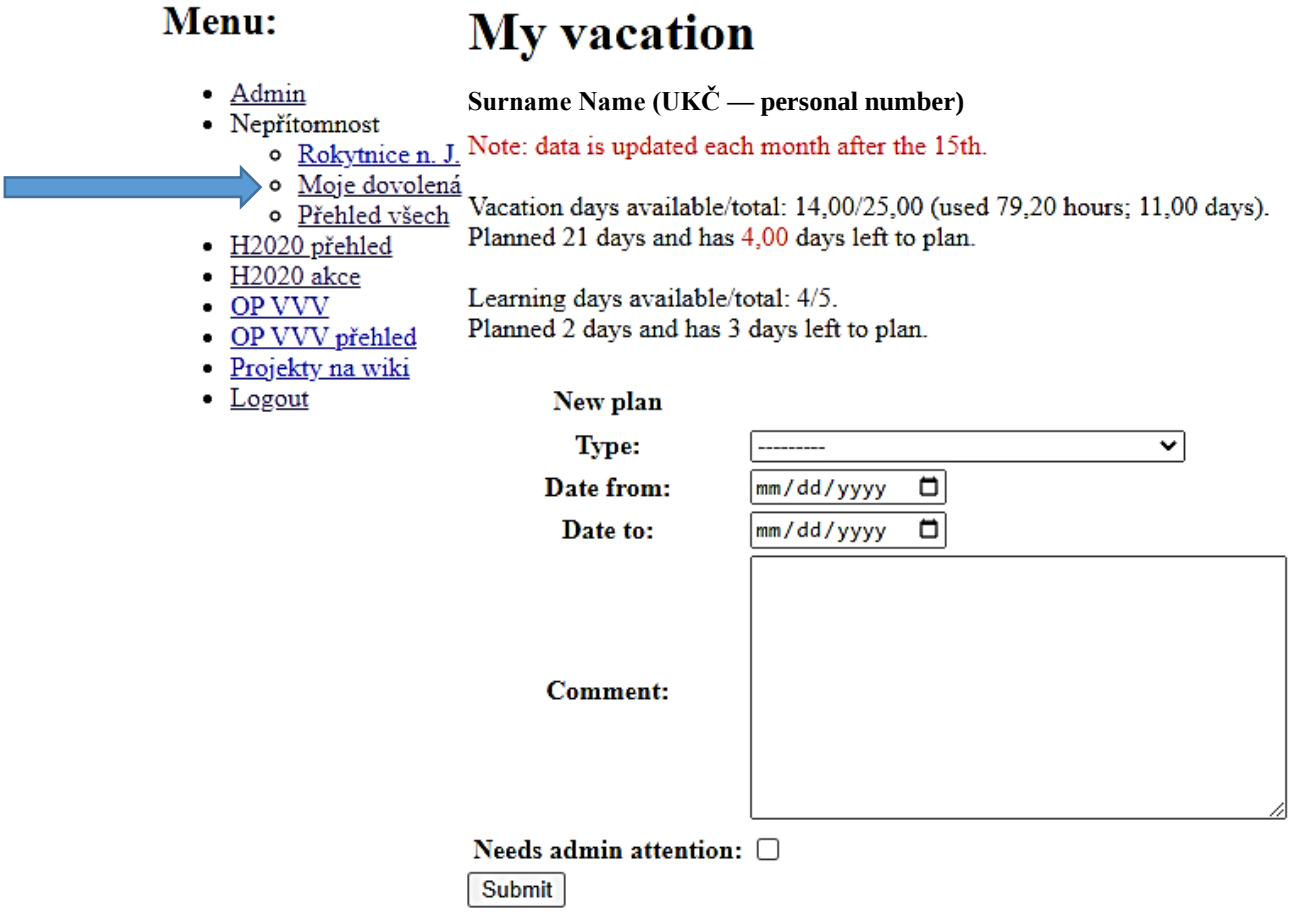
- **planning, requesting and approval of holidays and learning days**
- **overviews of business trips.**



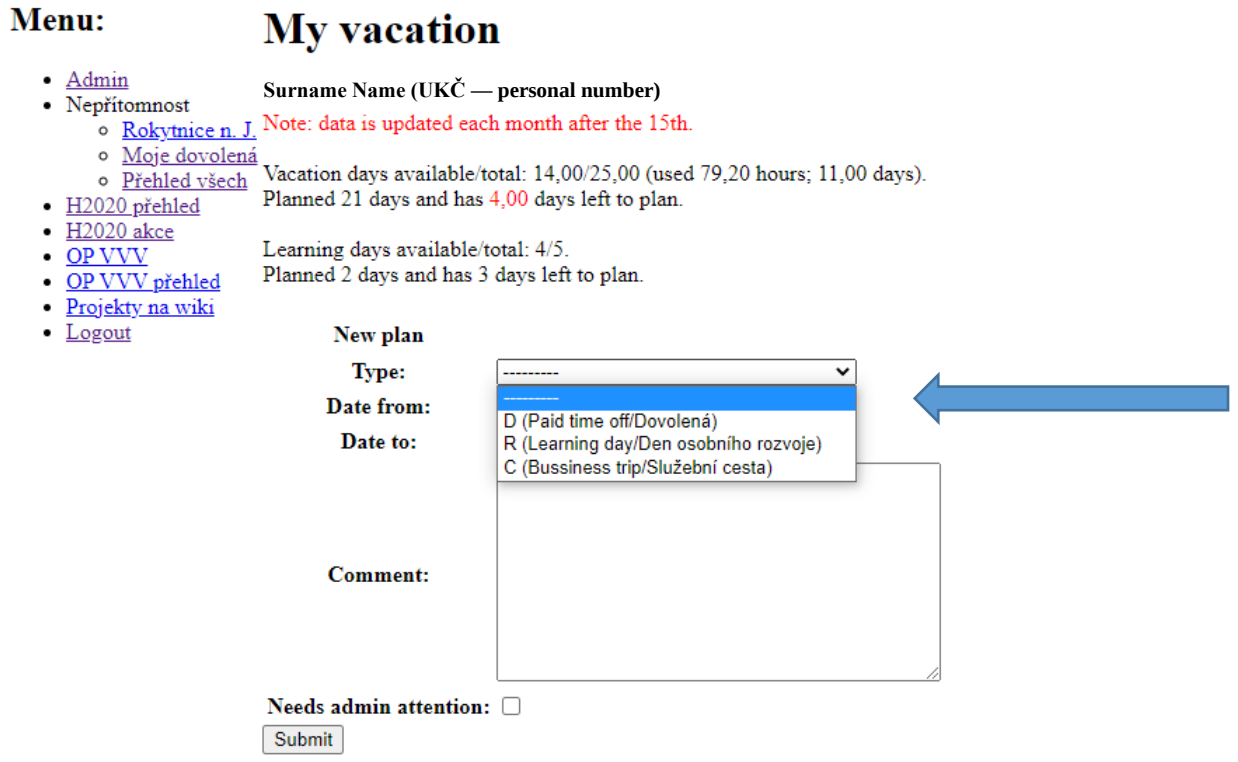
Login details are the same as in Zimbra — i.e. the part before "@" from your email address and your password:



In the left menu see Moje dovolená:



In the drop-down menu, select the type of absence (D – Paid time off, R – Learning day, C – Business trip) that you want to plan:



D — Paid time off (PTO)

- **25 days/40 days (number of available days can be checked in CIS/Verso application);**
- **the vacation plan must be drawn up in accordance with the Dean's Measure No. 3/2021 by the end of March of the relevant year. It can be changed over the course of the year as necessary;**
- **in the first quarter it is possible to take leave in exceptional cases, e.g. parents of children during spring break;**
- **the largest part of the holiday needs to be taken during summer holidays;**
- **it is possible to transfer holiday days to the next year in exceptional cases, see Dean's Measure No. 3/2021.**

R — Learning days (DOR)

- **5 days for staff members with at least 0,5FTE and after the probationary period;**
- **there is no obligation to use up all the days, it is an employer's benefit;**
- **it cannot be taken all at once**

C — Business trip — does not replace a travel order via SIS and cannot be approved via PAKT! It serves only for your review and overview of colleagues, especially during the summer months.

The number of days of PTO and DOR is shown above the planning form.

If your contract for a fixed term expires, e.g. on 30. 6., you only have a proportion of available PTO/DOR listed. After the renewal of the contract, the remaining days will be loaded as well.

Please fill in the dates from/to:

Menu:

- Admin
- Nepřítomnost
  - Rokytnice n. J.
  - Moje dovolená
  - Přehled všech
- H2020 přehled
- H2020 akce
- OP VVV
- OP VVV přehled
- Projekty na wiki
- Logout

My vacation

Surname Name (UKČ — personal

Note: data is updated each month after the 15th.

Vacation days available/total: 14,00/25,00 (used 79,20 hours; 11,00 days).
Planned 21 days and has 4,00 days left to plan.

Learning days available/total: 4/5.
Planned 2 days and has 3 days left to plan.

New plan

Type: D (Paid time off/Dovolená)

Date from: 10/09/2022

Date to:

Comment:

Needs admin attention:

Submit

October 2022

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear Today

Date from	Date to	Ty			Action
13.07.22	13.07.22	R	1	USED	
02.09.22	02.09.22	R	1	APPROVED	Remove
13.01.22	18.01.22	D	4	USED	
15.03.22	16.03.22	D	2	USED	
02.05.22	02.05.22	D	1	USED	
12.05.22	13.05.22	D	2	USED	
23.05.22	23.05.22	D	1	USED	
11.07.22	11.07.22	D	1	USED	
02.08.22	15.08.22	D	10	SUBMITTED	Submitted to Human Resources department, no action allowed.
18.09.22	20.09.22	C	2	PLAN	Remove

Click on the button: Submit

Menu:

- Admin
- Nepřítomnost
  - Rokytnice n. J.
  - Moje dovolená
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Date from: 10/09/2022

Date to: 10/12/2022

Comment:

Needs admin attention:

Submit

Date from	Date to	Type	Days used	State	Action
13.07.22	13.07.22	R	1	USED	
02.09.22	02.09.22	R	1	APPROVED	Remove
13.01.22	18.01.22	D	4	USED	
15.03.22	16.03.22	D	2	USED	
02.05.22	02.05.22	D	1	USED	
12.05.22	13.05.22	D	2	USED	
23.05.22	23.05.22	D	1	USED	
11.07.22	11.07.22	D	1	USED	
02.08.22	15.08.22	D	10	SUBMITTED	Submitted to Human Resources department, no action allowed.
18.09.22	20.09.22	C	2	PLAN	Remove

A new row appears in the table below, and in the calendar the planned days are marked in orange. You just planned your PTO/ DOR. The moment you want to take your planned day off, you need to request approval — see the Request approval button:

Menu:

- Admin
- Nepřítomnost
  - Rokytnice n. J.
  - Moje dovolená
  - Přehled všech
- H2020 přehled
- H2020 akce
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- OP VVV přehled
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- Logout

My vacation

Surname Name (UKČ — personal number)

Note: data is updated each month after the 15th.

Vacation days available/total: 14,00/25,00 (used 79,20 hours; 11,00 days).
Planned 24 days and has 1,00 days left to plan.

Learning days available/total: 4/5.
Planned 2 days and has 3 days left to plan.

New plan

Type: --------

Date from: mm/dd/yyyy

Date to: mm/dd/yyyy

Comment:

Needs admin attention: ☐

Submit

Date from	Date to	Type	Days used	State	Action
13.07.22	13.07.22	R	1	USED	
02.09.22	02.09.22	R	1	APPROVED	Remove
13.01.22	18.01.22	D	4	USED	
15.03.22	16.03.22	D	2	USED	
02.05.22	02.05.22	D	1	USED	
12.05.22	13.05.22	D	2	USED	
23.05.22	23.05.22	D	1	USED	
11.07.22	11.07.22	D	1	USED	
02.08.22	15.08.22	D	10	SUBMITTED	Submitted to Hu…esources department, no action allowed.
09.10.22	12.10.22	D	3	PLAN	Request approval Remove
18.09.22	20.09.22	C	2	PLAN	Remove

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1													D	D			D	D													
2																															
3															D	D															
4															S			S													
5		D										D	D										D								
6																															
7					S	S					D		R																		
8		D	D	D	D			D	D	D	D	D			D																
9		R																	C	C								S			
10										D	D	D																S			
11																	S														
12																										S					

View all

By pressing the Request approval **button, your request will be forwarded to the Director of UFAL for approval and the orange color changes to yellow (in both row and calendar):**

Menu:

- Admin
- Nepřítomnost
  - Rokytnice n. J.
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New plan

Type: ---------

Date from: mm/dd/yyyy

Date to: mm/dd/yyyy

Comment:

Needs admin attention: ☐

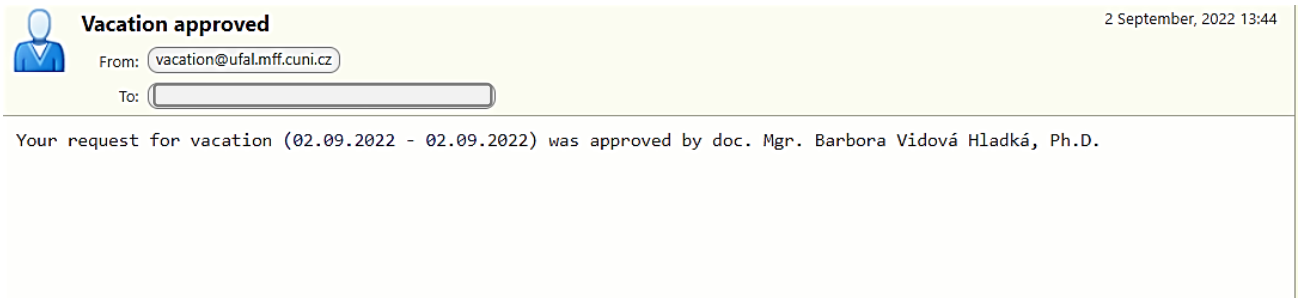
Submit

Date from	Date to	Type	Days used	State	Action
13.07.22	13.07.22	R	1	USED	
02.09.22	02.09.22	R	1	APPROVED	Remove
13.01.22	18.01.22	D	4	USED	
15.03.22	16.03.22	D	2	USED	
02.05.22	02.05.22	D	1	USED	
12.05.22	13.05.22	D	2	USED	
23.05.22	23.05.22	D	1	USED	
11.07.22	11.07.22	D	1	USED	
02.08.22	15.08.22	D	10	SUBMITTED	…itted to Human Resources department, no action allowed.
09.10.22	12.10.22	D	3	PENDING	Cancel request Remove
18.09.22	20.09.22	C	2	PLAN	Remove

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1													D	D			D	D													
2																															
3															D	D															
4															S			S													
5		D										D	D										D								
6																															
7					S	S					D		R																		
8		D	D	D	D			D	D	D	D	D			D																
9		R																	C	C								S			
10										D	D	D																S			
11																	S														
12																										S					

View all

After approval, you will receive an email with notification



and the color in both the table and the calendar turns to dark green. Until the end of the month, until the attendance is sent to the employee department, the days may be edited. After sending the attendance, the color changes to light blue and after payment of the salary for the month in question, the color grey, which is definitive.

Explanation of Colors:

Plan — Business trip;

Plan — planned PTO/DOR;

Pending — approval for PTO/DOR sent (and waiting for approval);

Approved — PTO/DOR approved;

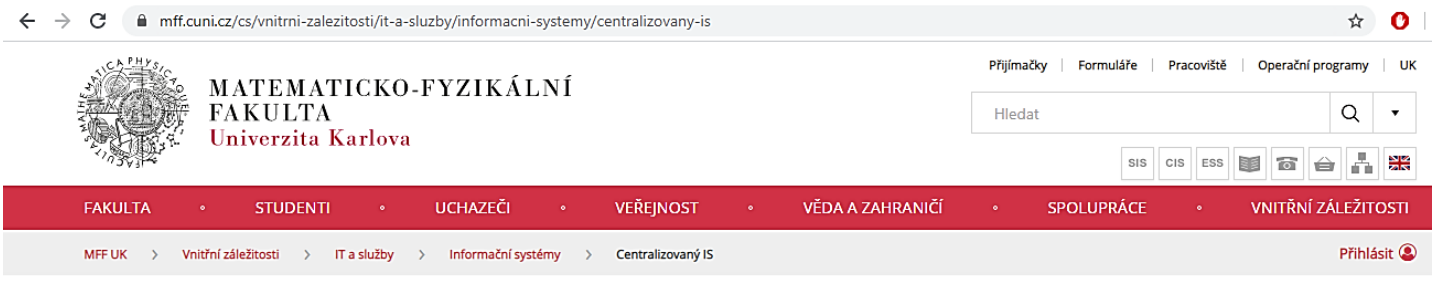
Submitted — sent in the statement to the HR department, this number of days will be recorded by the HR in their system; it also serves for doublecheck with the information from your payroll/Verso system (see below);

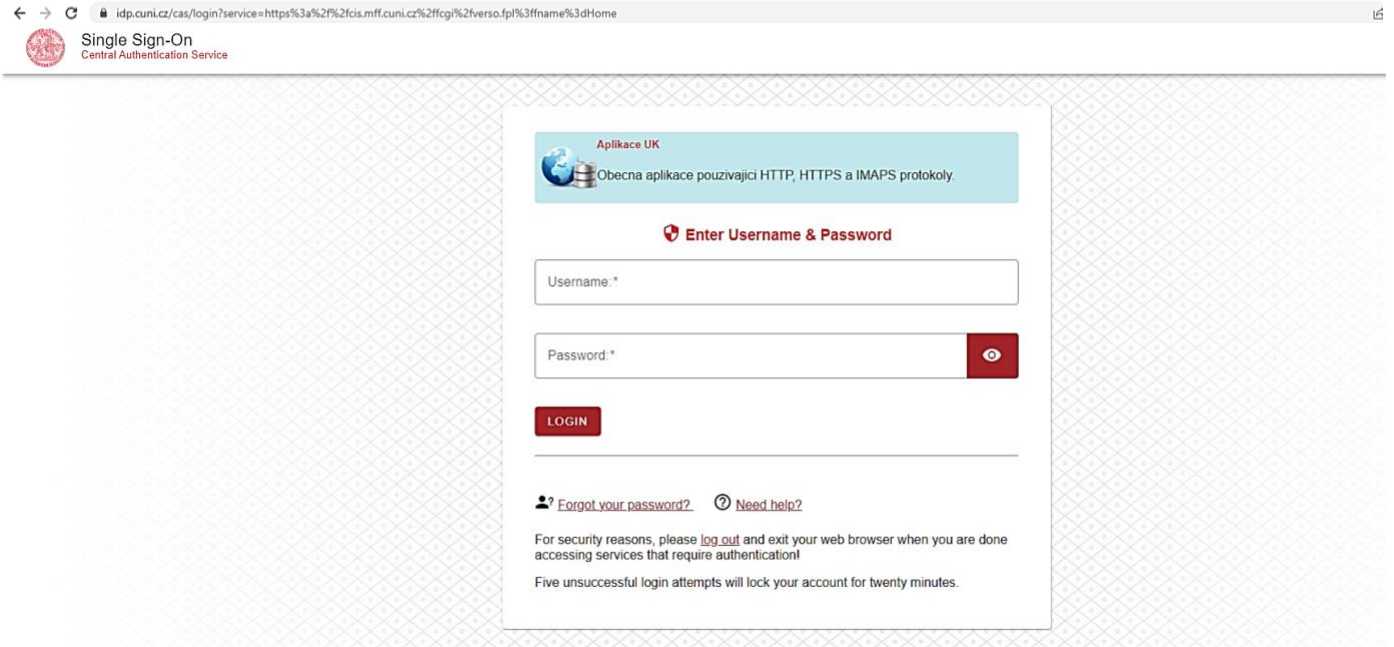
Used — accounted for and paid.

Color of letters in the calendar — the record is blue and underlined only until the record can be edited; through this link the user can navigate to the record itself. When the record can no longer be changed, the link disappears, and the font color is black.

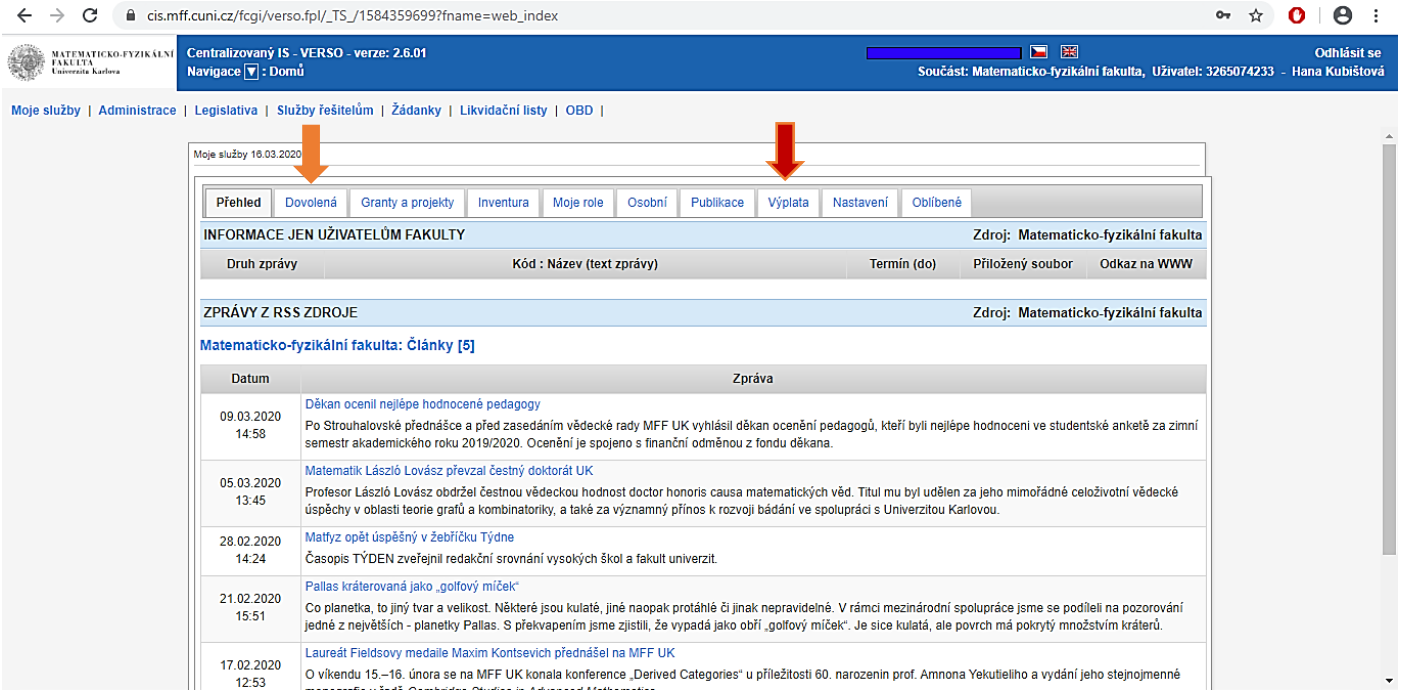
Verso

a) login





b) Vacation & Payroll

Vacation — the data is updated monthly with a slight delay (approximately by the 10th day of the following month), so that in the middle or at the end of the month the figures are rather indicative. If a fixed-term contract expires during the year, only a proportion of the holiday is listed. The rest will appear after the extension of the contract.

Pay slip — you will get to the pay slips after entering the PIN, which you choose the first time you log in (after a year, the system will ask you to enter a new PIN). The forgotten PIN will be reset by Mr. Jančák from the HR department.