

HOW TO ADD MANUAL LEDGER ENTRIES

TARGET AUDIENCE: RTO ADMINISTRATORS

Updated November 14, 2024

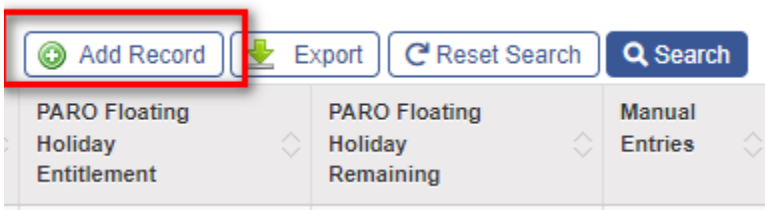
Accessing the RTO Ledger

1. Navigate to “RTO Ledger” from the left-hand navigation menu.
2. You should now be able to see all of your trainee entitlement numbers filtered to the current academic year.

Training Session	Entitlement Year	Learner	Learner Program	Learner Level	Vacation Entitlement	Vacation Remaining	Professional Leave Entitlement	Professional Leave Remaining	PARO Floating Holiday Entitlement	PARO Floating Holiday Remaining	Manual Entries
2023 - 2024 / 2024 - 2025	03-Apr-2024 - 02-Apr-2025	[Learner Name]	Women's Health Concerns Fellowship	Clinical Fellow	20	20	7	7	1	1	
2024 - 2025	01-Jul-2024 - 30-Jun-2025	[Learner Name]	Women's Health Concerns Fellowship	Clinical Fellow	20	20	7	7	1	1	

Adding (Crediting) Days to the Trainee’s Ledger

1. Click “+ Add Record” button on the top right-hand side of the trainee’s ledger:



1. A new window will open. Search for your learner and enter the following:
 - a. Request Type:
 - b. Number of Days:
 - c. Comment: enter anything you want here that can be referenced at any time.
 - d. Post Date:
 - **IMPORTANT** – ensure that the post date falls within the current entitlement year. (in most cases, today’s date is fine as the majority of trainees accrue vacation on a July 1 – June 30 basis). See [A Note Regarding Post Date](#) below for more details on Post Date.
 - e. Press “Save” button to save your changes

Fields with * are required.

Learner*: [Learner Name]

Request Type*: Vacation

Number of Days*: 2

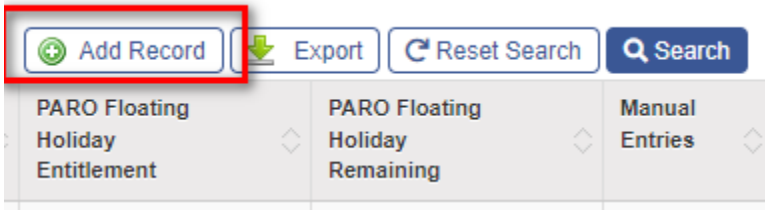
Post Date*: 14-Nov-2024

Comment: was sick (2) days during his scheduled vacation. PD approved crediting (2) days back to ledger

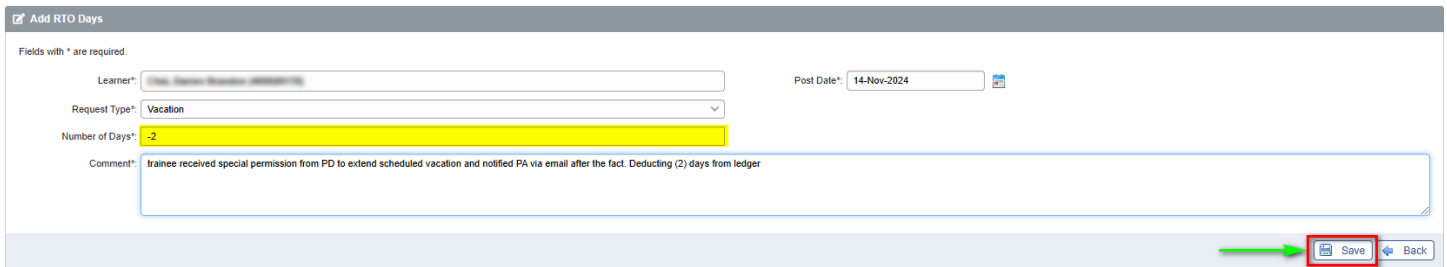
Save Back

Deducting (Debiting) Days from the Trainee’s Ledger

1. Click “+ Add Record” button on the top right-hand side of the trainee’s ledger:



2. A new window will open. Search for your learner and enter the following:
 - a. Request Type:
 - b. Number of Days: -xx
 - **IMPORTANT:** Ensure that you enter a “-” before the number to deduct from the trainee’s remaining balance.
 - c. Comment: enter anything you want here that can be referenced at any time.
 - d. Post Date:
 - **IMPORTANT** – ensure that the post date falls within the current entitlement year. (in most cases, today’s date is fine as the majority of trainees accrue vacation on a July 1 – June 30 basis). See [A Note Regarding Post Date](#) below for more details on Post Date.
 - e. Press “Save” button to save your changes



A Note Regarding “Post Date”

Most trainees accrue vacation on a July 1 – June 30 basis each year; this means that every July 1, their vacation balance resets. However, some trainees may accrue off-cycle due to PEAPs or unexpected leaves, etc.

Therefore, it is important to ensure that you enter a post date that falls within the trainee’s current entitlement year to credit/debit from the appropriate entitlement balance.

You can confirm your trainee’s entitlement cycle by checking the “entitlement year” column on the ledger.

- i. Example of an “on-cycle” trainee:
 - Trainee accrues vacation on a July 1 – June 30 basis

Training Session	Entitlement Year	Learner	Learner Program	Learner Level	Vacation Entitlement	Vacation Remaining	Professional Leave Entitlement	Professional Leave Remaining	PARO Floating Holiday Entitlement	PARO Floating Holiday Remaining	Manual Entries
2024 - 2025	01-Jul-2024 - 30-Jun-2025	Steph, Steven (Psychiatry)	Psychiatry	PGY4	20	5	7	7	1	1	✓

Showing 1 to 1 of 1 entries

- ii. Example of an “off-cycle” trainee:
 - Trainee accrues vacation on a August 30 – August 29 basis

- Therefore, their entitlement overlaps across academic years and it's important to pay special attention to the "post-date" to ensure that you debiting/crediting from the correct entitlement year.

Training Session	Entitlement Year	Learner	Learner Program	Learner Level	Vacation Entitlement	Vacation Remaining	Professional Leave Entitlement	Professional Leave Remaining	PARO Floating Holiday Entitlement	PARO Floating Holiday Remaining	Manual Entries
2023 - 2024 / 2024 - 2025	30-Aug-2023 - 29-Aug-2024	Click Here to View	Breast & Cross-Sectional Imaging Fellowship	Clinical Fellow	20	20	7	7	1	1	

Understanding the Ledger: Where are my Manual Entries?

Once your manual records are added, you will notice that the "xx Remaining" column has been adjusted to include your manual entries.

- NOTE: the "xx Entitlement" columns will remain unchanged as entitlement is directly correlated with the training lines entered into MedSIS.

Example:

- 2 vacation days deducted from trainee's ledger. Therefore, the trainee's "vacation remaining" balance decreased from (7) to (5).

RTO Ledger Dashboard

Training Session: 2024 - 2025 Anniversary Date: Any

Learner Level: --Select-- Learner Program: --Select--

Learner: [Click Here to View](#)

2 days deducted from remaining balance.
 NOTE: Entitlement column remains the same as it's connected to MedSIS Training Lines

Training Session	Entitlement Year	Learner	Learner Program	Learner Level	Vacation Entitlement	Vacation Remaining	Professional Leave Entitlement	Professional Leave Remaining	PARO Floating Holiday Entitlement	PARO Floating Holiday Remaining	Manual Entries
2024 - 2025	01-Jul-2024 - 30-Jun-2025	Click Here to View	Psychiatry	PGY4	20	5	7	7	1	1	

Showing 1 to 1 of 1 entries

Viewing your Manual Entries

To view your manual entries, click on the blue "hyperlinked" trainee name to open up each respective ledger:

RTO Ledger Dashboard

Training Session: 2024 - 2025 Anniversary Date: Any

Learner Level: --Select-- Learner Program: --Select--

Learner: [Click Here to View](#)

Click on blue hyperlinked name under "Learner" column to open ledger and view manual entry

Training Session	Entitlement Year	Learner	Learner Program	Learner Level	Vacation Entitlement	Vacation Remaining	Professional Leave Entitlement	Professional Leave Remaining	PARO Floating Holiday Entitlement	PARO Floating Holiday Remaining	Manual Entries
2024 - 2025	01-Jul-2024 - 30-Jun-2025	Click Here to View	Psychiatry	PGY4	20	5	7	7	1	1	

Showing 1 to 1 of 1 entries

Comments

Comments: == Cheyenne Reid @14-Nov-2024 04:32pm ==

trainee received special permission from PD to extend scheduled vacation and notified PA via email after the fact. Deducting (2) days from ledger

Back

Request Type: --Select--

Professional Leave Entitlement: 7

PARO Holiday Entitlement: 1

Lieu Days: -1

Vacation Days Remaining: 5

Professional Leave Remaining: 7

PARO Holiday Remaining: 1

Sick Days: 0

Export Reset Search Search

Training Session	Request Type	Request	Start Date	End Date	Number of Days	Submitted By	Posted Date	Comment
2024 - 2025	Vacation	80519	02-Jul-2024	02-Jul-2024	-1	Reid, Cheyenne	20-Jun-2024	
2024 - 2025	Vacation	80520	04-Jul-2024	05-Jul-2024	-2	Reid, Cheyenne	20-Jun-2024	
2024 - 2025	Vacation	83558	14-Sep-2024	17-Sep-2024	-2	Reid, Cheyenne	15-Aug-2024	
2024 - 2025	Vacation	83559	19-Sep-2024	24-Sep-2024	-4	Reid, Cheyenne	15-Aug-2024	
2024 - 2025	Vacation	83560	26-Sep-2024	01-Oct-2024	-4	Reid, Cheyenne	15-Aug-2024	
2024 - 2025	Lieu Day	80469	21-Oct-2024	21-Oct-2024	-1	Reid, Cheyenne	21-Oct-2024	
2024 - 2025	Vacation	--			-2	Reid, Cheyenne	14-Nov-2024	

Showing 1 to 7 of 7 entries

Previous 1 Next

Click bubble to view comment

Questions?

If you have any questions or difficulties with this process, please submit a help ticket.

- To submit a ticket, please visit medsishelp.mcmaster.ca.