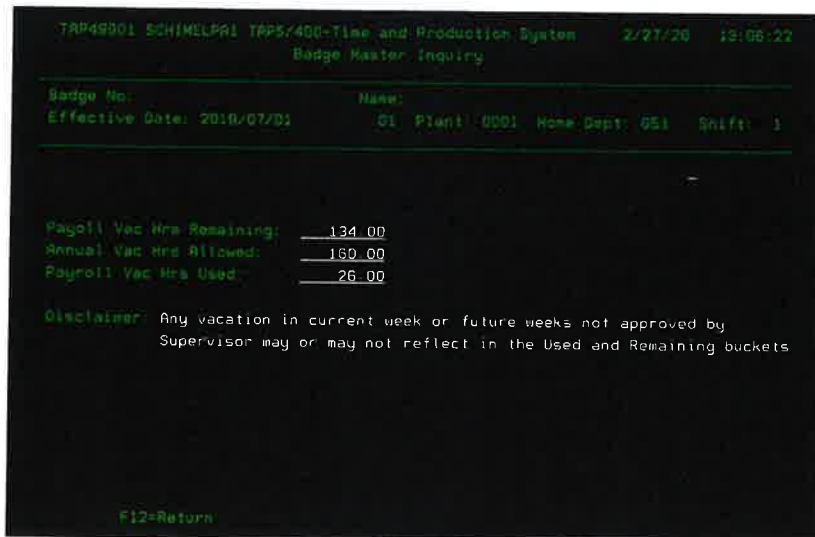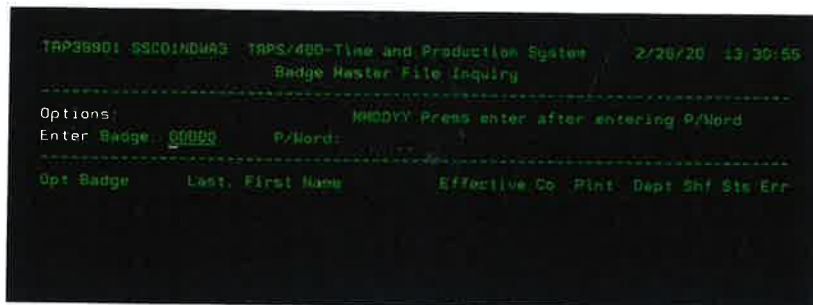# Vacation Inquiry Instructions

1. **Double Click on the VACAT Icon.**
2. **Enter VACAT on the Password line and Press Enter.**

3. **Enter your badger number and P/word which is your seniority date (format mmddyy). Press enter twice and your vacation will display.**

4. **The Badge Master Inquiry screes shows Your Vacation:**
   Payroll Vac Hrs Remaining for the fiscal year = Your current vacation balance
   Annual Vac Hrs Allowed: = The total amount of vacation as of the start of the Vacation Year
   Payroll Vac Hrs Used: = Your year to date vacation used.

5. <mark>**When you have completed reviewing your vacation, click on the X in the upper right hand corner for the next person.**</mark>