



PeopleSoft Leave Accruals - Employee Self-Service

PeopleSoft's Leave Accrual System was implemented to allow tracking of paid time off through the Payroll System. Employees will request time through the PeopleSoft Time & Labor Timesheet found under the Self-Service menu. Your manager is notified through email and can approve or deny the request. You are notified through email when your manager takes action on your request. Approved time is sent to PeopleSoft payroll during the pay period that it becomes current. Current balances (*as of the latest pay period end date*) will be displayed on your pay advice and/or the PeopleSoft online inquiry page(*detailed later in this document*).

Instructions for Requesting Time Off:

- **Menu Navigation: Employee Quick Links >> Self-Service >> Request Vacation/Leave TimeOff**

The screenshot shows the Oracle PeopleSoft interface. At the top left is the Oracle logo. Below it are links for "Personalize Content" and "Layout". The main content area is divided into two panels. The left panel, titled "Menu", contains a search box and a list of menu items: Self Service, Manager Self Service, Recruiting, Workforce Administration, Benefits, Payroll for North America, Organizational Development, Worklist, Reporting Tools, PeopleTools, BC Custom, BC Merit Review, and Employee Change Request (ECR). The right panel, titled "Employee Quick Links", contains two sections: "My Profile" with links for "Personal Information Summary", "View Paycheck", and "Leave Balance Detail"; and "Self-Service" with links for "Data Security Training", "Directory Opt Out", "Request Vacation/Leave TimeOff" (highlighted with a red arrow), "Direct Deposit", and "W-4 / M-4 Tax Information".

Using the PeopleSoft Timesheet

Timesheet

John R. Doe (Click link for detailed help at any time.) EmpID: 1234567

Job Title: Manager Empl Rcd Nbr: 0

[BC Employee Self Service Help](#)

Step 1. Click to navigate to the appropriate calendar week:

View By: Week Date: 06/05/2011 Refresh << Previous Week Next Week >>

Reported Hours: 21.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 06/05/2011 to Saturday 06/11/2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
6/5	6/6	6/7	6/8	6/9	6/10	6/11	21.00	VAS - Vacation Taken Salaried	PSNONTASK
			7.00	7.00	7.00				

Step 2. Enter Vacation Time in Hours.

Submit

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code
06/08/2011	Needs Approval	7.00	VAS
06/09/2011	Needs Approval	7.00	VAS
06/10/2011	Needs Approval	7.00	VAS

Step 3. Select the appropriate Time Reporting Code.

(If uncertain, refer to Notes section on page 4.)

[Reported Hours Summary - click to view](#)

[BC Leave Balance Detail](#)

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

(Click "BC Leave Balance Detail" to view your Accrual balances as of the last payroll.)

Step 4. Click Submit button, to submit time-off request to your manager for approval.

Step 5. You will receive a Timesheet confirmation page, confirming that the request was successfully submitted.

Click OK.

Timesheet

Submit Confirmation



The Submit was successful.

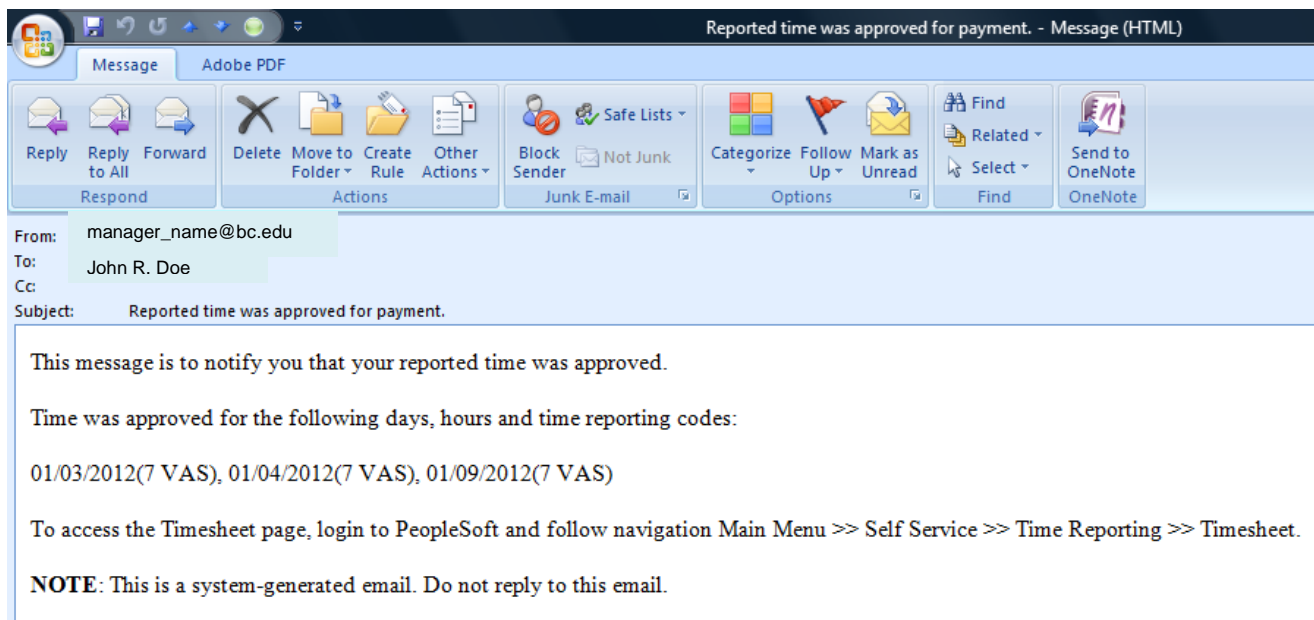
Reported Time for the Week of 2011-03-13 to 2011-03-19 is submitted

OK

After Timesheet is Submitted:

- An email will be sent to your manager requesting approval of the time.
- An email will be sent to you once your manager takes action on the requested time. (*See example below.*)

Sample Email Message



NOTES on Using the PeopleSoft Timesheet:

- **You can navigate to prior or future weeks for your time-off request.**
 - Use **‘Previous Week’** and **‘Next Week’** links respectively OR enter a specific date and click **‘Refresh’**
 - You can enter future time for up to 180 days in advance.
 - You cannot enter time for a previous accrual period.
(i.e. if payroll has already been processed for the timeframe of your request.)
 - You can modify any time already submitted for current or future accrual periods. To modify, simply change the hours amount and click Submit.
 - You cannot change time from a previous accrual period.
 - You can remove any time already submitted for current or future accrual periods. To remove time already submitted, simply change the hours amount to zero (0) and click Submit.

- **All Time must be entered in hours per day. If you are requesting a day off then enter the hours value of one day.**

Example:

Your standard work week is 35 hours. Your standard day is $35 / 5 \text{ days} = 7 \text{ hours}$ per day.

...Still Uncertain?

Your own personalized standard day in hours can be viewed in Timesheet by clicking on the BC Leave Balance Detail link, and viewing the hours displayed in the Standard Day field.

- **Choose only from the following Time Reporting Codes:**

For Monthly & Weekly Payrolled Employees:

- VAS - Vacation Taken Salaried
- VBS – Vacation Bonus Taken Salaried

For Weekly Payrolled Employees Only:

- SCS – Sick Taken Salaried

- SIS – Sick Incentive Taken Salaried
- PES – Personal Taken Salaried

➤ **Do not use any of the following administrative Time Reporting Codes:**
(Choosing from these codes will result in incorrect accrual balances.)

- VAJ – MGR USE ONLY - Vacation Adjustment
- VBJ – MGR USE ONLY - Vacation Bonus Adjustment
- SCJ – MGR USE ONLY – Sick Adjustment
- SIJ – MGR USE ONLY - Sick Incentive Adjustment
- PEJ – MGR USE ONLY – Personal Adjustment
- LVS – MGR USE ONLY – Leave Std Hours

Instructions for Viewing Accrual Balances Online:

Navigation 1: If you are already navigated to the TimeSheet page, simply click “BC Leave Balance Detail” link from within that page.

Navigation 2: Employee Quick Links >> My Profile >> Leave Balance Detail

- The BC Leave Balance Detail page displays current balances for all your leave accrual plans.
- Balances are current as of the last pay period end date, and should match the balances found on your current pay advice (if you receive one), or on PeopleSoft’s “View Paycheck” feature in Self-Service.

Leave Balance

Name	John R. Doe	ID	1234567
Payroll Status	A Active	Standard Hours	35.00
		Standard Day	7.00

Year: To view a different year, enter the desired year and click on the Refresh Data button below.

*Plan Type: Vacation

Leave Balance Details				Customize	Find	First	1-6 of 6	Last
As Of Date	Plan Type	Description	Hours Earned	Hours Taken	Adjusted Hours	Approved Hours Not Processed	Ending Balance In Hours	Ending Balance in Days
01/01/2012	Vacation	Balance Forward					11.670000	1.670
01/03/2012	Vacation	Time Taken		7.000			4.670000	0.670
01/04/2012	Vacation	Time Taken		7.000			-2.330000	-0.330
01/31/2012	Vacation	Time Earned	12.980814				10.650000	1.520
01/09/2012	Vacation	** UNPROCESSED TRANSACTIONS **					10.650000	1.520
01/09/2012	Vacation	To Be Processed				7.000000	3.650000	0.520

Service Date	Years	Months	Days
10/31/2011	0	2	19