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

[Diagram of menu navigation]
**Using the PeopleSoft Timesheet**

### Timesheet

John R. Doe  
Job Title: Manager  
EmpID: 1234567  
Empl Rtn Nbr: 0

#### 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

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<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<td>21.00</td>
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<thead>
<tr>
<th>Time Reporting Code</th>
<th>Taskgroup</th>
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<tbody>
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<td>PSNONTASK</td>
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**Step 2. Enter Vacation Time in Hours.**

#### Step 3. Select the appropriate Time Reporting Code.  
*(If uncertain, refer to Notes section on page 4.)*

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

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

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(Click link for detailed help at any time.)

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Self Service  
Time Reporting  
Punch Timesheet
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

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This message is to notify you that your reported time was approved.

Time was approved for the following days, hours and time reporting codes:

01/03/2012(7 VAS), 01/04/2012(7 VAS), 01/09/2012(7 VAS)

To access the Timesheet page, login to PeopleSoft and follow navigation Main Menu >> Self Service >> Time Reporting >> Timesheet.

NOTE: This is a system-generated email. Do not reply to this email.
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 days = 7 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.