# PeopleSoft HR Leave Accruals | Employee Self Service
Requesting Time Off

If you are a salaried employee and your department is participating in the leave accrual system, then you can request time off within PeopleSoft HR.

STEP 1) NAVIGATE TO YOUR TIMESHEET

- Once logged into PeopleSoft, click Main Menu at the top of the page and then navigate to Self Service > Time Reporting > Request Time Off to get to your timesheet.
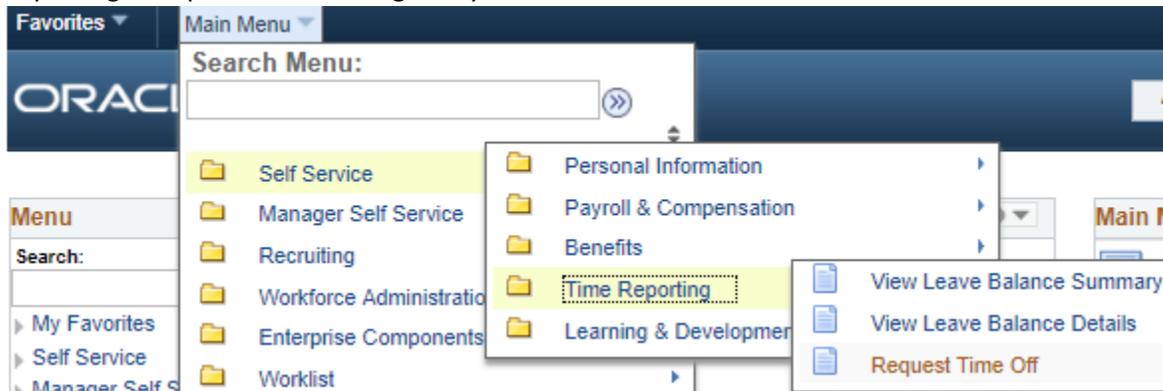
STEP 2) SELECT YOUR DATE RANGE

- Your timesheet view will always default to displaying the current week beginning with the most recent Sunday. If you wish to request time off for dates that fall in a different week, then you are able to change the dates displayed under 'Select Another Timesheet' either by using the "Previous Week" and "Next Week" links OR by entering a new date and clicking the Refresh icon.
- You can request time off for up to 300 days into the future. Reported time off for dates in the past need to be submitted by your manager.
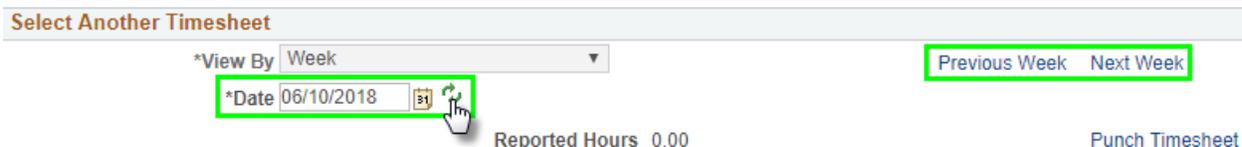
STEP 3) ENTER YOUR HOURS

- Below the filter is your timesheet table, which will allow you to enter the hours you'd like to request for each date by column. **All time requests should be entered in units of hours, not days.**

- To request time off for a full day of work, you should take your standard work hours per week and divide that number by 5 workdays. For example, if your standard work hours is 35, then you'd enter 7.00 hours for each full day being requested.

STEP 4) SELECT THE TYPE OF LEAVE

- Once you've entered your hours in the appropriate date column, you'll need to select the Time Reporting Code that you want to associate with the entries on that row. The Time Reporting Code lets your manager and Payroll know how you'd like your requested time to be categorized. Not only is this informative for management, but it's also necessary for the proper payment, recording, and updating of your leave balances.

	Time Reporting Codes
	For Monthly and Weekly Salary Payrolled Employees
	• VAS - Vacation Taken Salaried
	• VBS – Vacation Bonus Taken Salaried
	• SCM – Sick Time Monthly
	For Weekly Salary Payrolled Employees Only
	• SCS – Sick Taken Salaried
	• PES – Personal Taken Salaried
	• SIS – Sick Incentive Taken Salaried

- If you are requesting to take time from multiple types of leave in the same week, be sure to enter those requests on separate rows.

- Leave the defaulted value of 'PSNONTASK' under the Taskgroup column for all rows. This value is required for proper processing by the payroll system.

STEP 5) SUBMIT REQUEST

- Once you have completed entering your request information, review it for accuracy and then click the Submit button. An email will be sent to your direct manager requesting approval and you'll be taken to a Submit Confirmation page. Click OK.

From Sunday 06/10/2018 to Saturday 06/16/2018 ⑦

Sun 6/10	Mon 6/11	Tue 6/12	Wed 6/13	Thu 6/14	Fri 6/15	Sat 6/16	Total	Time Reporting Code		*Taskgr
	7.00	7.00						VBS - Vacation Bonus Taken Salaried	▼	PSNON
			7.00	7.00	7.00			VAS - Vacation Taken Salaried	▼	PSNON
									▼	PSNON

Submit

Timesheet

Submit Confirmation

☑ The Submit was successful.
Time for the Week of 2018-06-10 to 2018-06-16 is submitted

OK

- PeopleSoft will return you to your timesheet with your submitted requests now showing in the bottom "Reported Time Status" section. Your request will be in a "Needs Approval" status until your manager approves or denies the request.

Reported Time Status	Summary

Reported Time Status   Personalize | Find | 🔳 | ▦   1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
06/11/2018	Needs Approval	7.00	VBS	Vacation Bonus Taken Salaried	💬
06/12/2018	Needs Approval	7.00	VBS	Vacation Bonus Taken Salaried	💬
06/13/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	💬
06/14/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	💬
06/15/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	💬

STEP 6) ADD COMMENTS

- If you wish to leave comments associated with your request for your manager to read, you may do so after submission by clicking the blurb icon next to a particular date. Type in any comments you wish to add. Check the box if you wish for the comment to also appear on the manager's approval page. Click "OK" to save. You can always add additional comments, but beware that saved comments cannot be edited or removed. Notice the blurb icon now contains three lines signifying that comments are associated with the request.
- That's it! You've successfully submitted your time off requests!

CHECKING ON STATUS AND APPROVERS

- You may revisit your timesheet at any time to check on the status of your requests and to view all the managers up the hierarchy who are able to view and approve your request. You can view eligible approvers by clicking the "Needs Approval" status and then click the "Multiple Approvers" link and then click the "Multiple Approvers" link.

Reported Time Status | Summary

Reported Time Status

Personalize | Find | 🔲 | 📑   1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
06/11/2018	Needs Approval	7.00	VBS	Vacation Bonus Taken Salaried	💬
06/12/2018	Needs Approval	7.00	VBS	Vacation Bonus Taken Salaried	💬
06/13/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	💬
06/14/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	💬
06/15/2018	Needs Approval	7.00	VAS	Vacation Taken Salaried	💬

Timesheet

Approval Monitor

By PosnSupervisor

Reported Time Approval for VBS on 2018-06-11:Pending

Route to PosnSupervisor

Pending
   Multiple Approvers
🕐 BCTLByPosnSupervisorApprovals

Reported Time Approval for VBS on 2018-06-12:Pending

Route to PosnSupervisor

Pending
   Multiple Approvers
🕐 BCTLByPosnSupervisorApprovals

Reported Time Approval for VAS on 2018-06-13:Pending

Route to PosnSupervisor

Pending
   Multiple Approvers
🕐 BCTLByPosnSupervisorApprovals

Reported Time Approval for VAS on 2018-06-14:Pending

Route to PosnSupervisor

Pending
   Multiple Approvers
🕐 BCTLByPosnSupervisorApprovals

Reported Time Approval for VAS on 2018-06-15:Pending

Route to PosnSupervisor

Pending
   Multiple Approvers
🕐 BCTLByPosnSupervisorApprovals

Return to Timesheet

Approver #1	
Name:	
User ID:	
Empl ID:	
Last Name:	
First Name:	
Approver #2	
Name:	
User ID:	
Empl ID:	
Last Name:	
First Name:	

Close

A few points to keep in mind:

- Once a manager takes action on your request, you will receive an email notification, though you may return to your PeopleSoft timesheet at any time to check on the status.

- Approved requests will appear on your Leave Balance Details page the next day and will be processed by payroll for the pay period in which the time becomes current.

- If you are unsure if you'll have enough time by a certain date, you may view your current and projected future leave accrual balances by clicking the link at the bottom of the Timesheet that says "BC Leave Balance Detail".

- You can modify or cancel a request already submitted for current or future accrual periods as long as it has not yet been processed by payroll. To modify, change the hours amount and/or Time Reporting Code on your timesheet. To cancel, change the hours amount to zero (0.00). When done making changes, always click Submit. A manager will need to approve the change.

- To modify or cancel reported time in a previous accrual period or reported time already processed by payroll, please talk to your manager.

- Please reach out to your department's designated leave accrual liaison with any related questions.