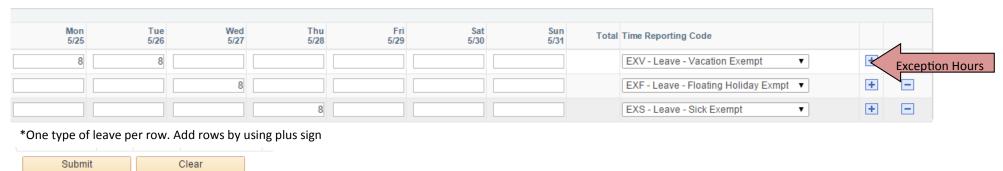
PeopleSoft Exempt Leave Reporting

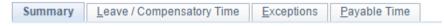
Navigation: myPugetSound—>Sign in with Puget Sound credentials—>HR Self-Service—>Timesheet



Submitting Leave: The "Submit" button saves reported leave and routes it for approval. All leave should be submitted by the 6th and 21st of every month for supervisor approval on the 7th and 22nd.

Reviewing Leave: View approval history through myPugetSound—>HR Self-Service—>Payable Time Detail

Use the tabs at the bottom of the timesheet page to view the following information:



Summary: Total reported leave hours

Leave/Compensatory Time: Current leave balances

Exceptions: Errors preventing leave from being processed; exceptions must be resolved before approval day

Payable Time: Processed hours updated every 15 minutes on the quarter hour except during payroll processing periods

Time Entry Tips

- Leave should be reported for the entire period, including leave anticipated to be taken after the submission deadline
- No action is needed if leave is not taken during the payroll period
- Report only leave hours
- All leave should be reported in full-day increments
- Holiday hours are generated by PeopleSoft and approved by supervisors