

PeopleSoft Exempt Leave Reporting

Navigation: [myPugetSound](#)—>Sign in with Puget Sound credentials—>HR Self-Service—>Timesheet

Mon 5/25	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29	Sat 5/30	Sun 5/31	Total	Time Reporting Code		
8	8							EXV - Leave - Vacation Exempt	+	← Exception Hours
		8						EXF - Leave - Floating Holiday Exmpt	+ -	
			8					EXS - Leave - Sick Exempt	+ -	

*One type of leave per row. Add rows by using plus sign

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

Technical issues? Contact the Technology Service Desk at servicedesk@pugetsound.edu or at extension 8585

Timesheet or approval questions? Contact the payroll office at payroll@pugetsound.edu or at extension 3368