**PeopleSoft Exempt Leave Reporting**

**Navigation:** my.pugetsound.edu—>Sign in with Puget Sound credentials—>HR Self-Service—>Timesheet

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXV - Leave - Vacation Exempt</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXF - Leave - Floating Holiday Exempt</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXS - Leave - Sick Exempt</td>
</tr>
</tbody>
</table>

*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 my.pugetsound.edu—>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

Questions? Contact the payroll office at payroll@listhost.pugetsound.edu or at extension 3416