

Attachment 1 –  
PeopleSoft Procedures for Requesting and  
Reporting Annual Leave

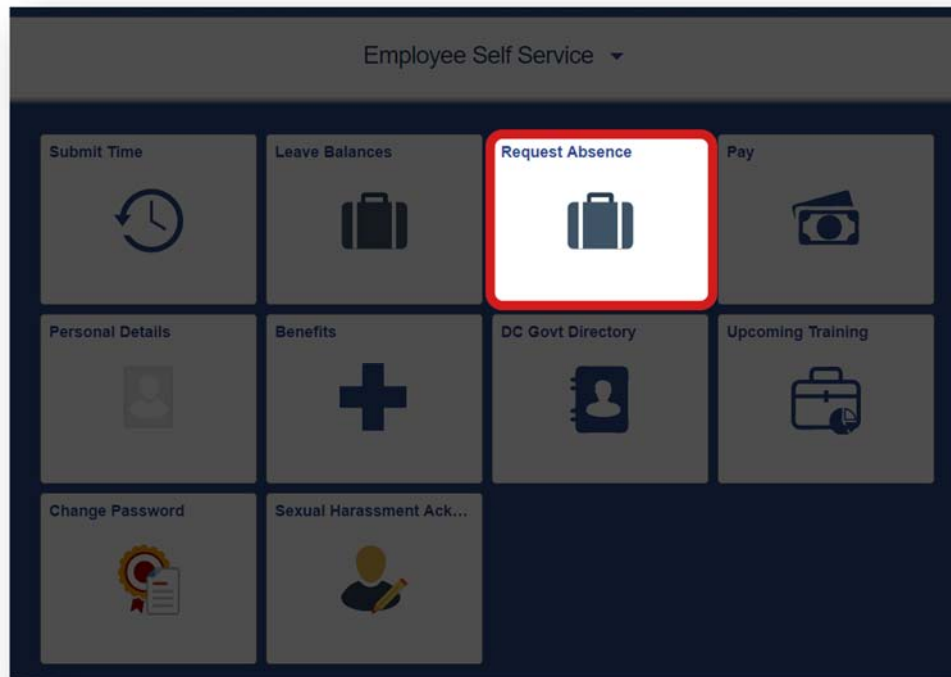
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# Requesting Annual Leave

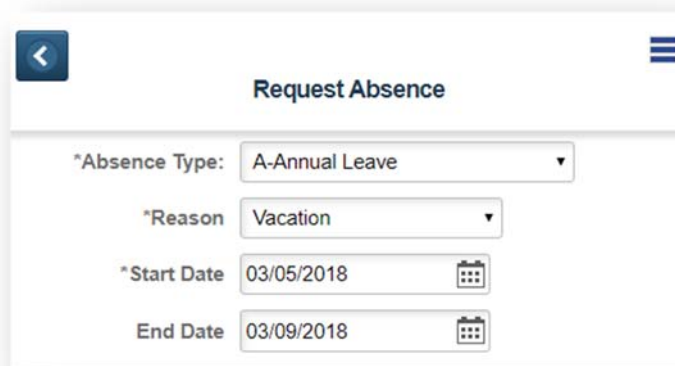
1. Click the **Request Absence** button in PeopleSoft.



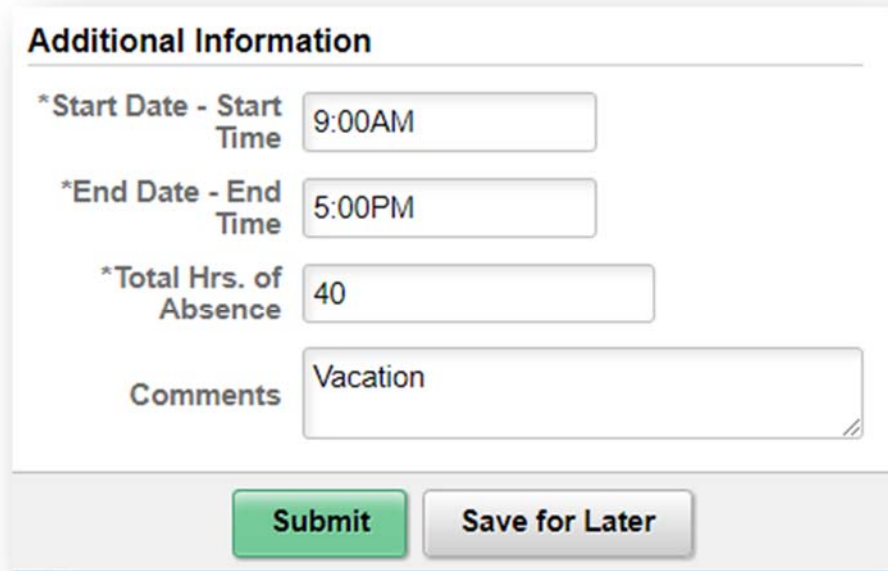
2. In the **Absence Type** dropdown menu, select **A-Annual Leave** if this is your first request for annual leave. If your first request was denied, and you are making a second request, select **B-Annual Leave 2<sup>nd</sup> Rqst.**

If you are requesting unscheduled leave, select the appropriate unscheduled leave category.

In the **Reason** dropdown menu, select the appropriate option that applies to you. Then, select the **Start Date** and **End Date** of when you wish to take leave.

A screenshot of the "Request Absence" form. The form has a white background with a blue header bar containing a back arrow on the left and a menu icon on the right. The title "Request Absence" is centered in the header. Below the header are four rows of form fields, each with an asterisk indicating a required field: "\*Absence Type:" with a dropdown menu showing "A-Annual Leave"; "\*Reason" with a dropdown menu showing "Vacation"; "\*Start Date" with a text input field containing "03/05/2018" and a calendar icon; and "End Date" with a text input field containing "03/09/2018" and a calendar icon.

3. Provide additional information about your leave request. In **Start Date – Start Time**, enter the specific time (e.g., 8:00 AM) that your leave will begin if approved. In **End Date – End Time**, enter the specific time that your leave will end. In **Total Hrs. of Absence**, enter the total number of hours of leave that you wish to use. If approved, this will be the number of hours that will be deducted from your accrued annual leave. Provide any additional information in the **Comments** field.



**Additional Information**

\*Start Date - Start Time

\*End Date - End Time

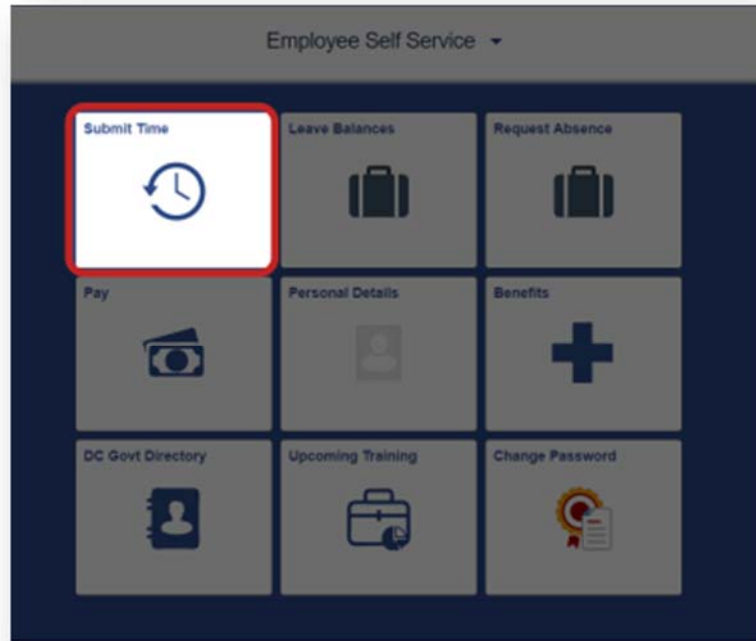
\*Total Hrs. of Absence

Comments

4. When you have completed all the appropriate fields, click **Submit**.

# Reporting Annual Leave

1. After receiving approval for leave, click **Submit Time** in PeopleSoft.



2. Enter the appropriate number of hours of leave taken for the pay period, and select the appropriate time reporting code.



If you used scheduled annual leave, use the appropriate TRC code provided in Issuance 2018-##

If you are approved to use any other form of unscheduled leave use the appropriate TRC code provided in Issuance 2018-##.

3. After entering the appropriate hours under the correct time reporting code, submit your timesheet as normal.