Paid Time Off (PTO) Requests
FAQ's

1. **Why are my PTO balances reset?**
   Existing process issues along with the need for definitive PTO balance information when implementing this multi-step service enhancement into the HR module of PeopleSoft resulted in the Senior Staff supported decision to reset all PTO balances effective 1/1/2022. We ask that you work with your supervisor to make appropriate use of this initial balance without taking advantage of it.

2. **How far back can I enter time taken and how far ahead can I request time off?**

   Time may be entered for the current pay period and back two prior pay periods. Future planned time off may also be entered. For example, an employee may indicate in January planned time for dates in April.

   Future PTO requests that cross over fiscal years may result in a negative balance on your tile. Please refer to the PTO balances on the bottom of your paycheck to view your balance remaining for the fiscal year.

   All time for a given fiscal year (July 1-June 30) **must be submitted before the end of that fiscal year.**

3. **Am I supposed to report time worked?**
   Salaried Exempt need to report only time off (vacation, personal, sick, etc). **Salaried Non-Exempt** should enter **both** their daily time worked (REGS) and time off in Peoplesoft every pay period.

4. **What is the minimum amount of time I am allowed to report?**
   Time off must be reported in 15-minute (.25) increments. The standard day is 7.5 hours. Entries are made by time code (vacation, personal, sick, etc.), one code per row in the time period. **Floating holidays** should be requested in full day increments.

5. **What if my time is denied?**
   If time is denied, the employee may correct the time entry by removing the denied time and re-submitting the timesheet.

6. **What if I have submitted time that I have taken or requested off and I need to change it?**
   You can adjust the time entered by correcting or removing the time and re-submitting the request. If you need to adjust time **prior** to the last two pay periods please contact HR.

7. **How can I get someone else to approve time for my employees if I am away from work?**
   You can create a delegation request for another supervisor to manage your employees time off via self-service in classic view of PS under main menu>self-service>manage delegation and entering delegation dates under the create delegation request option.

8. **Why is it important to report time off requests?**
   Reporting time off in Peoplesoft is an important tool for employees to review current PTO balances and will also provide efficiencies for supervisors with planning office coverage for when their employees will be out of the office.

9. **What if my supervisor does not approve (acknowledge) the time I have taken or requested?**
   If the supervisor does not acknowledge the employees time off request please gently remind them to do so, as this is an important step in ensuring accuracy of balances.

10. **What do I do if I end up not taking the time off that I submitted and was approved?**
    You can adjust the time entered by correcting or removing the time and re-submitting the timesheet. If you need to adjust time **prior** to the last two pay periods please contact HR.

11. **Why does my balance tile show time off that I have not taken yet?**
    All time **requested** will be reflected on the balance tile. Your current fiscal YTD time taken will be shown on your paycheck in the pay tile of fluid dashboard.

12. **Why are the floating holidays not included in any of my PTO balances?**
    Since floating holidays are to be taken within a calendar year instead of an academic year they are not included in the balance tiles. To inquire what your floating holiday balances are please refer to your summary tile to see when you used them or ask your manager.

13. **Is there a preferred time frame for approving time off by managers?**
    Ideally, it would be best for managers to approve time entered/requested for their employees at the end of each pay period so that the time entered would be reflected in the following paycheck. The schedule for pay period end date can be found here https://www.hws.edu/offices/hr/payroll/pay_schedule.aspx.

14. **What types of time off should I be entering?**
    Below are the codes for all non-working hours. Please be sure to record all time off.
    ALDS – Administrative Leave
    BERS – Bereavement
    C19S – COVID sick leave
    FHOLS – Floating holiday
    HOLS – Holiday
    JURS – Jury
    PERS – Personal
    SCKS – Sick
    VACS – Vacation
    VAXS – Covid-19 vaccine leave