



Reporting and Communicating Paid Time Off (PTO) Requests

Reminder

The weekly time reporting deadline is officially 5pm Thursday evening. If your Friday schedule changes after Thursday, 5pm please adjust your time sheet and email appropriate personnel to let them know.

You should receive an automated, system-wide email on Thursday morning reminding you of the 5pm deadline. If you don't receive this each week, please let appropriate personnel know.

Best Practice

Timesheets should accurately reflect hours and days worked. If you work a flex schedule one week (e.g., you stay 2 hours late to help clean up after the department bbq [and thank you for that!], and then leave 2 hours early later in the week), please enter your time on your timesheet as you worked it (e.g., 9 hours on Tuesday and 5 on Friday).

Procedure

1. Absence requests should be made in PeopleSoft with a follow-up email.
2. All full-day and partial-day absences (half or more of your regularly scheduled hours for that day) should be notated in the department-specific calendar in Outlook. No need to indicate the reason for your absence, but please indicate the days affected. Please let your supervisor know if you have trouble accessing this calendar.
3. Short absences (e.g., an hour or two appointment) should be communicated via email in advance. You are welcome to work extra time over the course of the week to make up for the time, or you can submit an absence request to cover the time away from the office.
4. Unexpected absences should be communicated as follows:

Faculty Assistants – please email your faculty, supervisor(s), and any other staff who may be affected to let us know of your absence and to arrange for any needed coverage for time-sensitive tasks.

Core Staff – please email your supervisor to provide details and please send a brief email to your department letting staff know of your absence (e.g., “Hi all, I’m out today”). Please be sure to let them know if there is a need for coverage for any time-sensitive tasks.



5. Please set an email away message during all absences 4 hours or longer. Your away message should indicate the time period you'll be away from the office and should provide guidance re: to whom urgent requests can be directed.