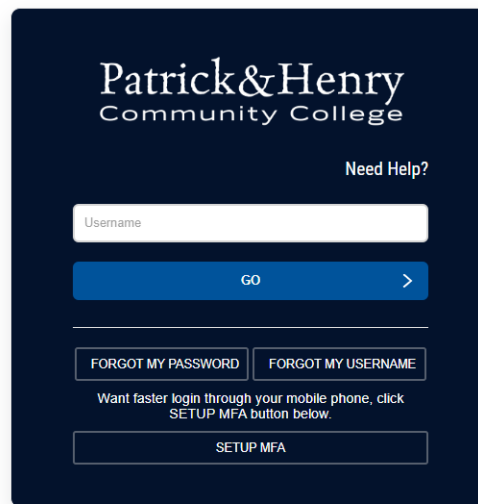


How to Submit Leave In HCM

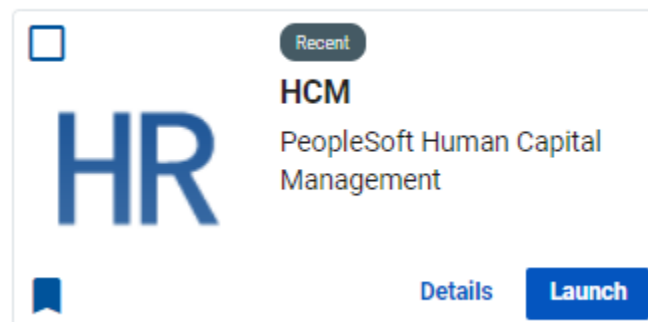
1. Go to www.patrickhenry.edu and then click on MyP&HCC



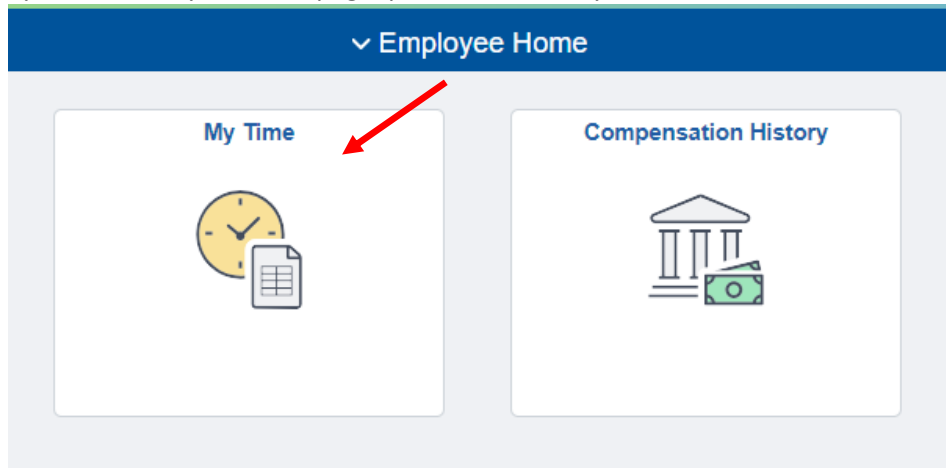
2. Log in using your VCCS credentials email. Ex: Your email may be abc123@email.vcss.edu. You should use abc123 to log in.



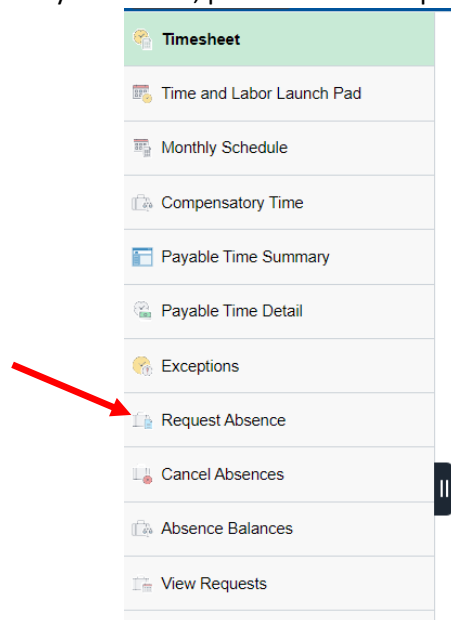
3. Once logged in, please click on the HCM, PeopleSoft Human Capital Management Icon



4. Next you will be at your homepage, please click on My Time.




5. On the left hand side of your screen, please click on request absence.



6. Enter the start date and end date. If your time off occurs through the weekend, the system will not deduct those hours from your balance. For example, if you are leaving Friday, September 15th and returning Tuesday, September 19th. The hours from September 16th and 17th will not count against you.

The screenshot shows the absence request form. It has two rows of input fields. The first row has a label '*Start Date' with a red arrow pointing to a date input field containing '09/15/2023' and a calendar icon. To its right is a label 'End Date' with a red arrow pointing to a date input field containing '09/15/2023' and a calendar icon, followed by a '+1 Day' button. The second row has a label 'Absence Type' with a dropdown menu showing 'Annual Leave'. To its right is a label '*Absence Name' with a dropdown menu showing 'Select Absence Name' and a right-pointing arrow button.



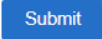
7. Select the appropriate absence type with the drop down menu

***Start Date** 09/15/2023  **End Date** 09/15/2023  +1 Day
Absence Type Annual Leave  ***Absence Name** Select Absence Name  →


8. Then select the appropriate absence name with the drop down menu.


***Start Date** 09/15/2023  **End Date** 09/15/2023  +1 Day
Absence Type Annual Leave  ***Absence Name** Select Absence Name  →

9. Click submit if you intend to take the full day for the date(s) populated. If you wish to only take partial time off, select the arrow next to Absence Name.

***Start Date** 09/15/2023  **End Date** 09/15/2023  +1 Day 
Absence Type All  ***Absence Name** Select Absence Name  →

10. Once you click the arrow to process a partial day, click [None](#) to populate partial days options. From here you can select All Days or First Day Only and populate the duration of time off. Click DONE once completed then click Submit to submit your time.

Partial Days 

Partial Days All Days 

Duration 1.00 Hours

As a Classified Staff member, you will receive the following:

Years of Service	Pay Period Accrual Rate	Maximum Carryover	Maximum Payment
Under 5 years	4 hours	192 hours (24 days)	192 hours (24 days)
5-9 Years	5 hours	240 hours (30 days)	240 hours (30 days)
10-14 Years	6 hours	288 hours (36 days)	288 hours (36 days)
15-19 Years	7 hours	336 hours (42 days)	336 hours (42 days)
20-24 Years	8 hours	384 hours (48 days)	384 hours (48 days)
25 Years or more	9 hours	432 hours (54 days)	432 hours (54 days)

In addition to the above, you will receive

- 32hrs Personal Leave
- 64hrs Sick Leave
- 16hrs School Assistance/Volunteer Leave

Please note, these reset at the beginning of each calendar year

To review your absence balances, please click on absence balances (on the far left hand side of the screen).

