Patrick & Henry Community College
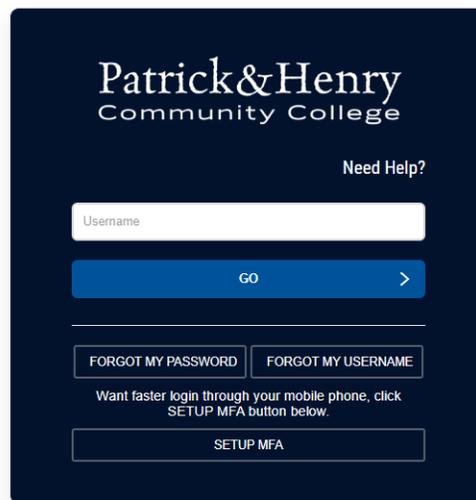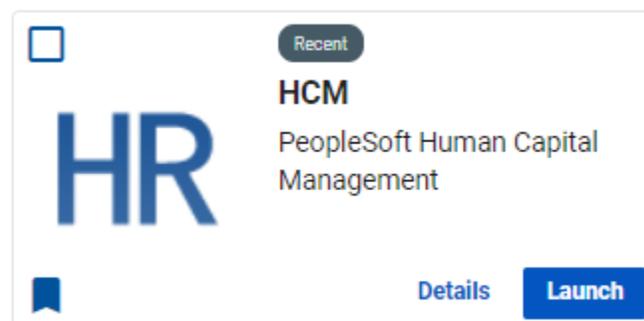
HUMAN RESOURCES

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.
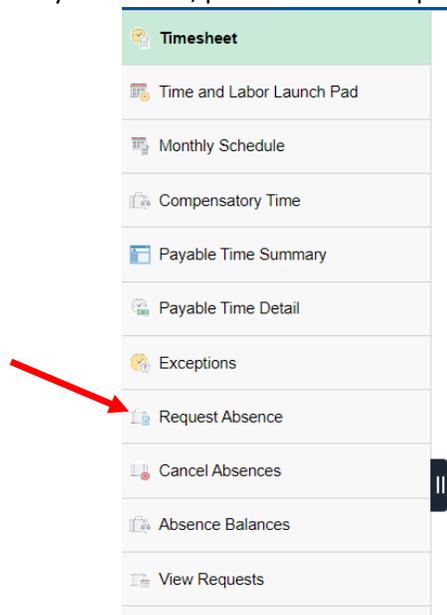

3. Once logged in, please click on the HCM, PeopleSoft Human Capital Management Icon

4. Next you will be at your homepage, please click on My Time.
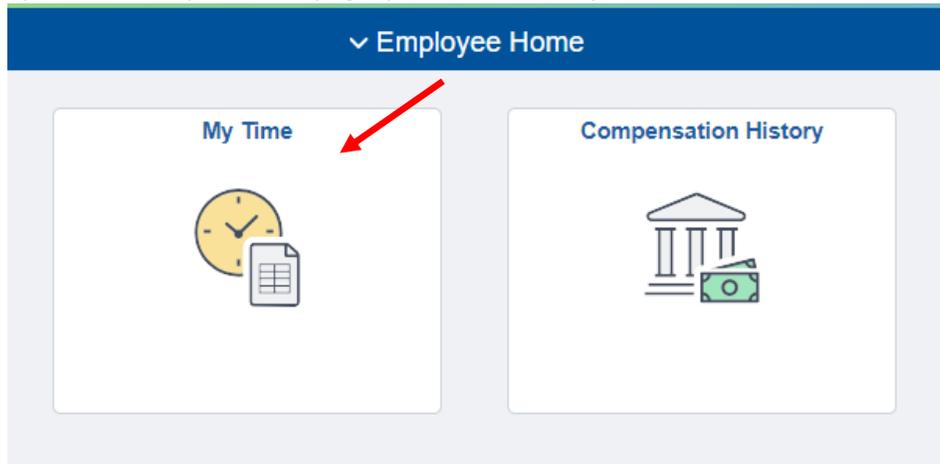
5. On the left hand side of your screen, please click on request absence.

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.

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

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

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.

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.

As a Teaching Faculty member, you will receive:

- 16hrs Personal Leave
- 40hrs Sick Leave
- 16hrs School Assistance/Volunteer

Leave Please note the following:

- 9 month faculty are not eligible for annual leave
- Sick leave for full-time 9-month teaching faculty members shall accrue at the rate of four and one-half (4 1/2) days per academic semester, awarded on the first day of each semester. There shall be no limit on the amount of sick leave that can be accrued.
- Leave balances 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).