

Exempt Staff Leave Reporting

We in Human Resources appreciate and respect the extra hours many exempt staff work beyond a standard eight. That dedication to our students and colleagues makes Pacific stronger and for that, we are grateful.

With the transition to-biweekly paychecks, exempt staff now complete the leave reporting form monthly. Starting with the months of August, exempt staff will complete their leave reporting on insidePacific at the end of each month to report any sick and/or vacation leave. Even if leave is not used, exempt staff still need to click one box and submit. Leave reporting is due by the sixth of the following month for your balances to be accurate and timely.

Although this is not a new practice, Human Resources wants to highlight and clarify the process for exempt leave reporting for accuracy and simplification.

Exempt staff report only half or full day absences from work due to vacation and/or sick leave. Exempt employees report their leave time based on days away, not hours. Here are a couple of examples.

1. If an exempt staff member works any time up to four hours and the other four hours are vacation time, the staff member reports ½ day regular pay and ½ day vacation.
2. If an exempt staff member works four hours or less and leaves for a reason qualifying the use of accrued sick leave, the staff member reports ½ day regular pay and ½ day sick leave.
3. If an exempt staff member works more than four hours and leaves for a reason qualifying the use of accrued sick leave, the staff member would not report anything on their timesheet.

For additional information on web-based time entry and biweekly payroll, please click [here](#). The online training for non-exempt employees (Module 1) and training for timesheet approvers (Module 2) are located on the link above. The online training for leave reporting for exempt employees (Module 3) will be available August 31st.

Should you have questions, please reach out to Cari Keller, Employment Services Manager at ckeller@pacific.edu or 209-946-2126.