

Campus Connection: Time and Labor

Time Reporting for Salaried Employees

This document provides an overview for reporting vacation hours on your DePaul Timesheet. This activity is required for all DePaul full-time salaried staff.

Reporting and Adjusting Vacation Time

Every two weeks, report vacation hours before the time reporting deadline.

- Click on [For Employees](#), [Time Reporting and Approval](#), [My Timesheet](#)
- Select a Time Reporting Period ([Prior](#), [Current](#) or [Next](#))
- Report or adjust vacation hours per day
- Click [Save] and [OK] to confirm

Viewing Payable Time

You may review the status of time that you have reported. This is an optional step. Several times a day, the system converts Reported time into Payable time. **Payable vacation hours are sent directly to payroll without needing manager approval.**

- Click on [For Employees](#), [Time Reporting and Approval](#), [Payable Time Detail](#)
- Select a time reporting start date
- Click [Search]
- Review vacation hours and payable time status.