**Before You Begin:**

* Submit a **Pre-Authorization for Leave** in HCM if planning vacation, sick leave, or floating holiday time.

**Step 1: Submit Pre-Authorization**

* Log in at [hcm.peralta.edu](https://hcm.peralta.edu)
* Employee Self-Service > Pre-Authorization Tile > Create New Request
* Choose "Leave Pre-Authorization Form"
* Enter dates and submit for manager approval

**Step 2: Submit Timesheet**

* Main Menu > Employee Self-Service > Time > Enter Time
* Set **View By** to **Period**; select the correct month
* Select the appropriate **Time Reporting Code (TRC)**
* Enter the number of hours per day (e.g., 8 for a full day off) and click Submit

**Need Help?**

* Supervisor: Time approval
* Benefits Leaves Analyst: Leave eligibility or balance questions

**Full Guide:** A full step-by-step Leave Reporting Guide is available on the [PCCD Leaves page](https://www.peralta.edu/benefits/leave).

**Reminder:**

* 'Reported' hours are processed after the month ends and may not immediately show on your paycheck.