



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 11, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-111

Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge  
Vice President for Business Affairs

RE: LeaveTraq – End of Fiscal Year Processing

Employees, managers and leave administrators are reminded about the importance of updating leave records as we move to a new fiscal year. LeaveTraq will generate beginning balance records for the new fiscal year in the early morning hours of September 1, 2009. At this point, all users will lose the ability to process leave transactions for fiscal year 2008, as LeaveTraq will only process transactions for fiscal years 2009, 2010 and 2011. Hence, all users should ensure that all aspects of transactions for the fiscal year 2008 are completed prior to August 27, 2009. Failure to comply carries the potential to affect excess vacation rollover balances to sick leave. Information for individual users can be reviewed at <https://sso.tamus.edu/>.

Each employee should ensure the following during review of personal leave information for fiscal year 2008:

1. All leave documents requiring additional substantiating/supporting documents have been forwarded to the Office of Human Resources.
2. Request for any sick leave of absence of more than 3 days is accompanied by a signed certificate from the doctor.
3. Request for any sick leave of absence of more than a week or extended medical leave is also accompanied by a completed Medical Certification Form.
4. Request for leave of absence due to Jury Duty is accompanied by a copy of the Jury Summons.
5. Request for leave of absence without pay is complete with the necessary Payroll Adjustment Form.

As this deadline has to be met, each manager/supervisor should ensure that all leave documents submitted for the fiscal year 2008 by all direct reports have been approved by August 27, 2009.

If you need any clarifications or assistance, or if you have any concerns, you may please contact Ms. Kim Spacek at 936-261-1728 or email her at [kaspacek@pvamu.edu](mailto:kaspacek@pvamu.edu).

With your co-operation, all steps outlined above should be completed by August 27, 2009 to ensure smooth and error-free rollover of LeaveTraq into the new fiscal year.

MLH:pgs