



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 4, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-83

Distributed via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge
Senior Vice President for Business Affairs

Re: Overview for Leave Traq and Time Traq Managers, Approvers, and Their Delegates

Three more presentations will be available for those Leave Traq/ Time Traq managers, approvers, and their delegates that were unable to attend the presentations during May 2010. It is required for all Leave Traq and/or Time Traq managers, approvers, and their delegates to attend one of the below presentations if you did not attend the presentations in May 2010.

The presentations will be held in the A.I. Thomas Auditorium. The dates and times are as follows:

- June 7 1:30pm-2:30pm,
- June 9 9:30am-10:30am, and
- June 10 1:30pm-2:30pm.

No reservations are required.

The presentation will include:

- the importance of keeping Leave Traq current – employee request for leave and approving the leave,
- your role as a manager, approver, and/or delegate,
- the importance of having your departmental administrator for LeaveTraq trained and informed about leave requirements,
- the importance of having delegates,
- the importance of keeping delegates informed, and
- how Leave Traq interfaces with Time Traq.

Please contact Marilyn Maynard at mwmaynard@pvamu.edu or 261-2157 if you have any questions.

MLH: alv