

PRAIRIE VIEW A&M UNIVERSITY

**Office of Human Resources
and Payroll Services
present Leave Traq &
Time Traq for Non-Exempt
Employees – Manager
Overview**



Agenda

- Purpose of Leave Traq & Time Traq
- How does Leave Traq Interface with Time Traq?
- Employee's role in Leave Traq
- Manager, Delegate, & Approver's role in Leave Traq?
- Who are the Approvers
- Logging into Leave Traq
- Logging into Leave Traq as a Manager
- Approving Leave Documents
- Assigning Delegates
- Approving Leave Documents as a Delegate
- Submitting a Leave document for an Employee
- Leave Request for Manager to Complete for the Employee
- Rules of Successful Completion of Timesheets in Time Traq
- Changes to documents after the fact
- Rejected Documents
- Scenario
- Sick Leave/LWOP
- Conclusion.. For Managers
- Conclusion... For Delegates
- FAQ's for Employees
- FAQ's for Managers
- FAQ's for Departmental Leave Coordinators
- Leave Request for Employee
- Help

What is the Purpose of Leave Traq/Time Traq?

- Online leave request and approval system plus a computer-based timesheet accounting system.
- Used for leave requests of all types - from vacation, sick leave, military leave, jury duty, leave without pay and other types of leave.
- Helps you determine your leave balance for each of the various types of leave.
- Allows you to request leave and have leave approved from wherever you are - work, home, or any location where you can access the Internet.
- Allows assignment of delegates for approvals.
- Submission of your leave documents in Leave Traq uploads the same information into Time Traq (time sheet).

How Does Leave Traq interface with Time Traq?

- When a leave is requested in Leave Traq it is automatically linked to the employee's Timesheet record, if one exists for the reporting period in question.
- After the initial link is made in Leave Traq, the hours associated with the leave request become part of the Timesheet and is recorded as leave (i.e., sick leave 6 hours, etc).
- When the Timesheet is submitted, the leave hours are automatically totaled and sent to payroll with the rest of the Timesheet's hours.
- Leave Traq and Time Traq share the same routing for approval including delegates.