

# FAQ's for Employees

## How do I log on to Leave Traq?

A full description of the process can be found on the Logon Help Page (the web site is <https://sso.tamus.edu/main.aspx>)

## How can I change my password, change my email address, or update my preferences?

This information is contained on the Profile Maintenance Page.

## How do I request Leave?

- Click on **the Request Leave** Tab. If a document appears when you go to the **Request Leave** tab, press the "new document" button and you will begin the process of completing a new leave request.
- Enter the beginning and ending times for the leave request, and the number of hours you will be absent. The system will walk you through a process for selecting the type of leave you are taking. Some leave types require additional descriptions; some do not.
- If you are taking leave for multiple days without interruption, your leave item may span several days.
- If your leave crosses a holiday or if you are working between periods of your absence, you may need to create multiple leave items to describe your leave.

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## Where do I check my employment information?

On the employee **Home** tab (and also on many other tabs) you are presented with a box that contains you name, title, percent effort and vacation accrual rate. Also in this box is a button that contains the words "more". Pressing this "more" button will expand the employee information box to show you all current employment information that is relevant within the Leave Traq System.

## How can I determine the current status of a leave request?

Find the document in question on your **Documents** tab (the documents are sorted by date). The current document status will be listed next to the document.

If you need more information about the document, you may select the document (by pressing on the document ID) and you will be taken to the **Request Leave** tab. This tab is also used to view a document. (**Click On Document History**) Pressing the "View Actions" button will give you the full history of the document, and show you what approvals are pending.

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## **How does the balance calculation work?**

A full description of the balance calculation used in Leave Traq can be found on the Help Tab on the Help page.

## **My Leave document has been rejected - what should I do?**

As an employee, if an document has been rejected by your manager or by an administrator you have two choices:

- Reopen the document and correct, change or delete the items that are in question. After entering the correct information, resubmit the document.
- You may also cancel the document. You may or may not submit another document.

## **My accrual rate is not correct or my length of service is not correct? Some other data in my employee information box is incorrect. What should I do?**

Contact your Human Resource Office at (936)261-1730 or via email at [kaspacek@pvamu.edu](mailto:kaspacek@pvamu.edu) or [leavteam@pvamu.edu](mailto:leavteam@pvamu.edu) . The following link provides the procedure hold have a procedure in place for you to have this information verified and, if need be, corrected. Or by clicking on this link

<http://www.pvamu.edu/pages/3578.asp>