

FAQ's for Departmental Leave Coordinators

How do I get the role of Departmental Administrator?

Once the director or manager over an ADLOC has specified a departmental leave administrator, the Central Administrator for that agency/institution can set up the departmental leave administrators. This role designation has been made by your Department Head.

What are the primary duties of a leave administrator within Leave Traq?

Review all leave documents. Leave documents needing review will be listed on the pending documents tab under Leave Traq. Insure that the employees use of leave is within TAMUS Policy.

- Ensure that managers approve all Leave documents on a weekly basis.
- Ensure that all employee submit leave documents within the week of the event
- Reset Passwords and unlock employee's accounts
- Forward all appropriate paperwork for employees regarding, sick, sick leave pool, military and jury duty
- Resolve questions with employees about accruals and extended absences.
- Ensure that all managers have a delegate assigned for them in their absence.
- Insure that balances are correct and all documents are completed before an employee transfers or terminates.

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How can I adjust an accrual for an employee?

You should email the Central Leave Coordinator and inform him/her of the accruals that need to be corrected via an email. This information should be reviewed on a monthly basis and corrections should be made within the month of the error.

What if an employee cannot create and submit a leave document?

You must forward this information to the Human Resources Office immediately so that the Central Leave Coordinator can submit the leave documents.

What does "Info Only" mean on the reporting relationships page?

This designation next to a manager PIN on a reporting relationship page indicates the "manager" will only receive an informational email message that the employee has requested leave. The manager can not approve the documents.

What if I can not find an employee on my list and I know they are currently active employees?

You should click on list and then click on Inactive employees. The employee's name should appear. If this happens this possibly means there is an EPA document that is in routing and has not been approved.