

What is the Manager, Delegate, and Approver's Role in Leave Traq?

- Approve all leave documents for employees on a daily basis.
- Ensure that employees submit leave documents timely
 - ❖ Vacation & Jury Duty prior to the event
 - ❖ Sick Leave as soon as possible after the event
 - ❖ LWOP week of the event
- Always have one or more delegate(s) assigned for you at all times.
- Ensure that your delegate will perform your duties in Leave Traq and Time Traq when you are unable to do so.
- Inform your delegates when you will be gone.

Manager, Delegate, Approver Roles

- Submit documents on behalf of an employee if they are unable to do so.
- Complete all Required Training in Train Traq by June 2010
 - ❖ Required Training
 - ✓ HIPAA – Benefits Processors And HRC Course #11009
 - ✓ Time Off Issues for Supervisors Course #2001
- Complete Leave Traq/Time Traq Departmental Administrator Statement of Responsibility and submit the original to Office of Human Resources and a copy to Payroll

Who are the Approvers? What is my role as an Approver?

WHO?

- The Approvers for Time Traq are the same approvers for Leave Traq Documents.

WHAT?

- Approve all leave documents for departmental employees that you manage on a daily basis. Approve employee timesheets on a weekly basis
- All approvers must have at least one “delegate” as a back up in the event you are unable to approve leave documents or the time sheet.