

How Do I submit a leave document for an Employee?

In an emergency only, if an employee is absent and unable to submit his/her leave document, then the department leave coordinator submits the document(s) in the Leave Traq system for the employee.

The next slide demonstrates how to submit a leave document for an employee and provide the Office of Human Resources the “Approval of Leave Notification” document that must be completed on behalf of the employee by the Supervisor and entered as “approved leave” into LeaveTraq System by the Departmental Leave Coordinators.

NOTE: The department leave coordinator will need to change their role to “Dept. Admin”. to submit a leave document for an employee.(To change role to “Dept. Admin.,” click on right top corner).

Leave Request Form to be Completed.....

PRAIRIE VIEW A&M UNIVERSITY APPROVAL OF LEAVE NOTIFICATION

Employee Name _____ Employee UIN# _____

Date(s) /Hours of leave requested _____

Type of Request: _____ Compensatory Time _____ Annual Leave
_____ Sick Leave _____ Sick Leave Pool
_____ LWOP _____ Jury Duty
_____ Military Leave _____ Other

Date employee contacted supervisor _____ (time)

Method of contact used by employee (check all that apply) _____ Phone _____ Email
_____ In Person _____ Personal Note

Do you have the correct documentation? _____ yes _____ no

Have you forwarded documentation related to the current event to HR?(email from you regarding an employee being out, the employee's personal note, doctor's excuse, medical certification form, jury summons, military orders, and request for bereavement leave, etc.)
_____ yes _____ no

I certify that the above mentioned employee has contacted me regarding his/her inability to submit leave documents in the LeaveTraQ System. The information represented in this form is true and accurate.

Signature of Immediate Supervisor _____ Date _____

Printed Name of Immediate Supervisor _____ Phone Number _____

Has the leave time been submitted in Leave Traq? _____ yes _____ no

I certify that I have officially submitted the above stated employee's leave in the Leave Traq system based on information I have received on this form and as the employee is unable to submit his/her own document(s) in the LeaveTraQ System.

Signature of Department Leave Coordinator _____ Date _____

Printed Name of Department Leave Coordinator _____ Phone Number _____

Email address _____

How Does the Leave the Department Leave Coordinator submit a leave for an Employee Cont'd....

The screenshot shows the LEAVETRAQ web application interface. The browser title is "LeaveTraq : Transaction Entry". The page header includes the LEAVETRAQ logo and navigation links: Help, SSO Menu, SSO Logoff, and a "CHANGE ROLE Dept Admin" dropdown menu. Below the header is a navigation bar with tabs: Select Adloc, Pending Docs, Employee List, Emp Bal, Date, Transaction Entry, and Reports. The main content area is titled "Add Transaction" and contains a form for entering leave transactions. The form includes fields for "Find Employee By Name" (with a search button), "Employee UIN", "Fiscal Year" (set to 2010), "Transaction Type" (set to --Select--), "Leave Type" (set to --Select--), "FMLA/PL/PT", "Start Date" (09/24/2009, 8:00 AM), "End Date (Usage Only)" (09/24/2009, 5:00 PM), "Hours", "Description", "Reverse Entry" (radio buttons for No/Yes), and "Overrides" (checkboxes for Duplicate Date Override and FLSA Eligibility Override). Six yellow callout boxes with purple arrows point to specific elements: 1. "Click to Change role Dept Admin" points to the "CHANGE ROLE Dept Admin" dropdown. 2. "Click on Transaction Entry" points to the "Transaction Entry" tab. 3. "Employee name or UIN#" points to the "Find Employee By Name" search field. 4. "Type of Leave" points to the "Leave Type" dropdown menu. 5. "Complete all information regarding leave." points to the "Hours" field. 6. "Click Save" points to the "Save" button (partially visible).

1. Click to Change role Dept Admin

2. Click on Transaction Entry

3. Employee name or UIN#

4. Type of Leave

5. Complete all information regarding leave.

6. Click Save