

Web Leave Reports – Exempt Employees

Please note: Web Leave Reports will not go live until December 2008

What is Web Leave Reports (WLR)?

- Web Leave Reports (WLR) is an on-line leave report used to report leave taken
- Employees will access Web Leave Reports (WLR) via
 - HSC
 - Webraider/HSC Employee/My Leave Reports
 - TTU and TTUSA
 - Raiderlink/TTU Employee/My Leave Reports

Who will use Web Leave Reports (WLR)?

- Exempt Employees
 - Exempt employees are those who are paid based on the work they perform versus the number of hours they work
 - A leave report is submitted each month only if leave is taken

How will leave taken be approved for payment?

- Exempt employees will electronically submit their leave reports for approval via Web Leave Reports (WLR)
- The designated individual(s) assigned to approve the leave report for the exempt employees will do so electronically via Web Leave Reports (WLR)
 - Approvers are designated via the department's established approval queue
 - Up to 2 individuals per employee may approve leave
 - 1st Level Approver
 - Must approve leave first
 - 2nd Level Approver
 - Only required if routing queue indicates 2 individuals must approve the leave
 - Must approve leave after 1st Level Approver
 - When an approver is unable to approve a exempt employees leave, the approver must assign a proxy in Web Leave Reports (WLR)
 - Proxy is an individual who is authorized to approve leave of an exempt employee in the approver's absence
 - Once a proxy is assigned, it is recommended the approver not approve leave until the approver removes the proxy's approval authority
- Payroll Services will collect leave electronically via Web Leave Reports (WLR)

How can a department's approval queue be changed?

- October 1, 2008 – November 30, 2008
 - E-mail webmaster.payroll@ttu.edu with updates
- Beginning December 1, 2008
 - Via the TEAM application
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/TEAM Application
 - TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/TEAM Application

When are Web Leave Reports (WLR) due to Payroll Services?

- 11:59 pm CT on the last day of the month following the month when the leave was taken

When are leave balances updated?

- Leave Accrued
 - Leave accruals will be updated in Web Leave Reports (WLR) by the first work day of the month for time accrued in the previous month
 - i.e. - December Sick and Vacation Leave Accruals will be updated in Banner HR by January 2nd
- Leave Taken
 - Leave balances are updated when an approver via Web Leave Reports (WLR) approves the leave report
 - Leave balances cannot be updated without the leave report being approved via Web Leave Reports (WLR) by the approver

How is leave reported if an employee does not have sufficient leave balances?

- An employee should report the number of leave hours under the appropriate leave category using Web Leave Reports (WLR) whether or not sufficient leave balances exist
- When leave taken exceeds leave balances, an exempt employee's pay may be reduced on the next pay cycle
- If an employee will be on leave for a month or more, the "Texas Tech Leave With/Out Pay" form must be completed
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms
 - TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
 - Submit to:
 - HSC
 - Local Human Resources Office
 - TTU and TTUSA
 - Human Resource Services Employee Service Center

How are late leave reports submitted?

- Beginning December 1, 2008
 - Complete "Exempt Manual Leave Adjustment" Form
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms
 - TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
 - Submit to Payroll Services

If leave submitted is incorrect, how is the leave corrected?

- Beginning December 1, 2008
 - Complete "Exempt Manual Leave Adjustment" Form
 - HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Payroll Forms

- TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Payroll Forms
- Submit to Payroll Services

Operating Policies and Procedures (OP's) related to Web Leave Reporting (WLR)

- HSC – OP 70.01 – Leaves of Absence
 - <http://www.ttuhsoc.edu/hsc/op/OP70/>
- TTU and TTUSA – OP 70.01 – Leaves of Absence
 - <http://www.depts.ttu.edu/opmanual/contents.php#70>

Training Materials

- HSC
 - Printed Materials and Web Tutorials
 - <http://www.ttuhsoc.edu/hr/ConnecTech/default.aspx>
- TTU and TTUSA
 - Printed Materials
 - <http://www.depts.ttu.edu/afism/training/materials.asp#hr>
 - Web Tutorials
 - <http://www.depts.ttu.edu/afism/videoLibrary/index.asp>

Frequently Asked Questions

- HSC - <http://www.ttuhsoc.edu/hr/ConnecTech/default.aspx>
- TTU and TTUSA- <http://neon.tosm.ttu.edu/kb/default.php>