MLA Approver Guide

Per TTU, TTUHSC, and TTUHSC El Paso Operating Policies, employees should report leave via a Web Leave Report, Web Time Entry Timesheet, or TimeClock Plus by established payroll deadlines. However when this does not occur, a manual leave adjustment (MLA) is required. This guide instructs on all aspects of the MLA process for approvers.

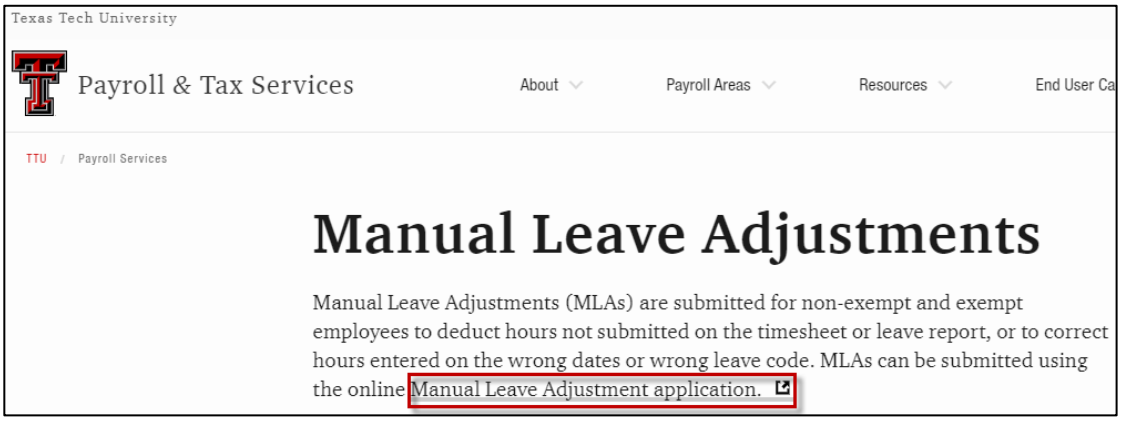
Submit an MLA on behalf of another employee when:

- You need to report leave hours for an employee after payroll has processed.
- You need to correct leave time for an employee that was reported under the wrong leave code or entered with the wrong amount of hours.
- You have some level of supervisory authority for the employee granted to you by your department or superior.

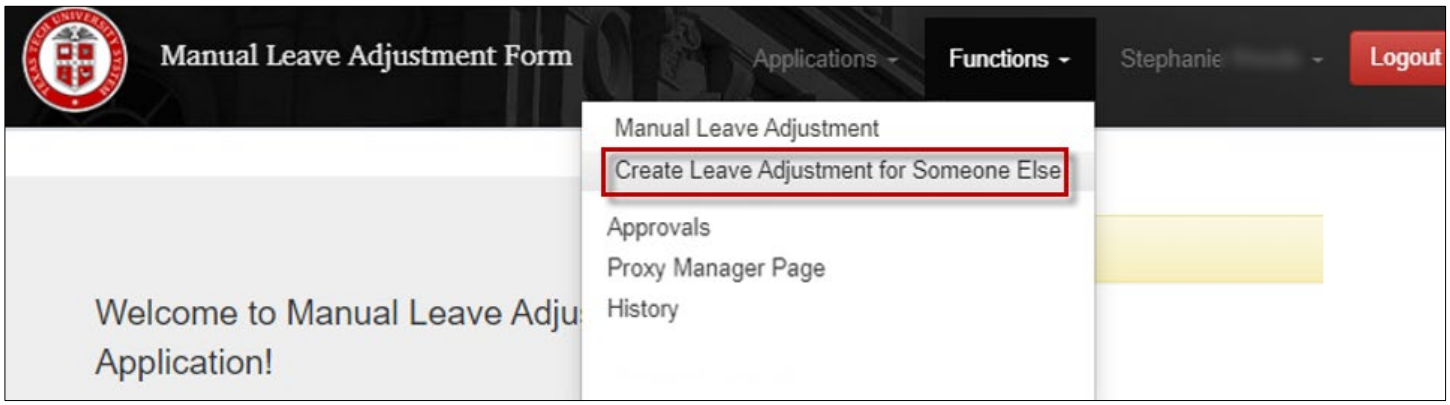
You may submit an MLA for exempt and non-exempt employees. NOTE: Submitting an MLA will only adjust leave balances. If an employee needs to receive pay for leave reported, a manual check request is required.

Submit an MLA for an Employee

1. Click the MLA link via Payroll & Tax's website. https://www.depts.ttu.edu/payroll/payroll-areas/time-and-leave/mla.php

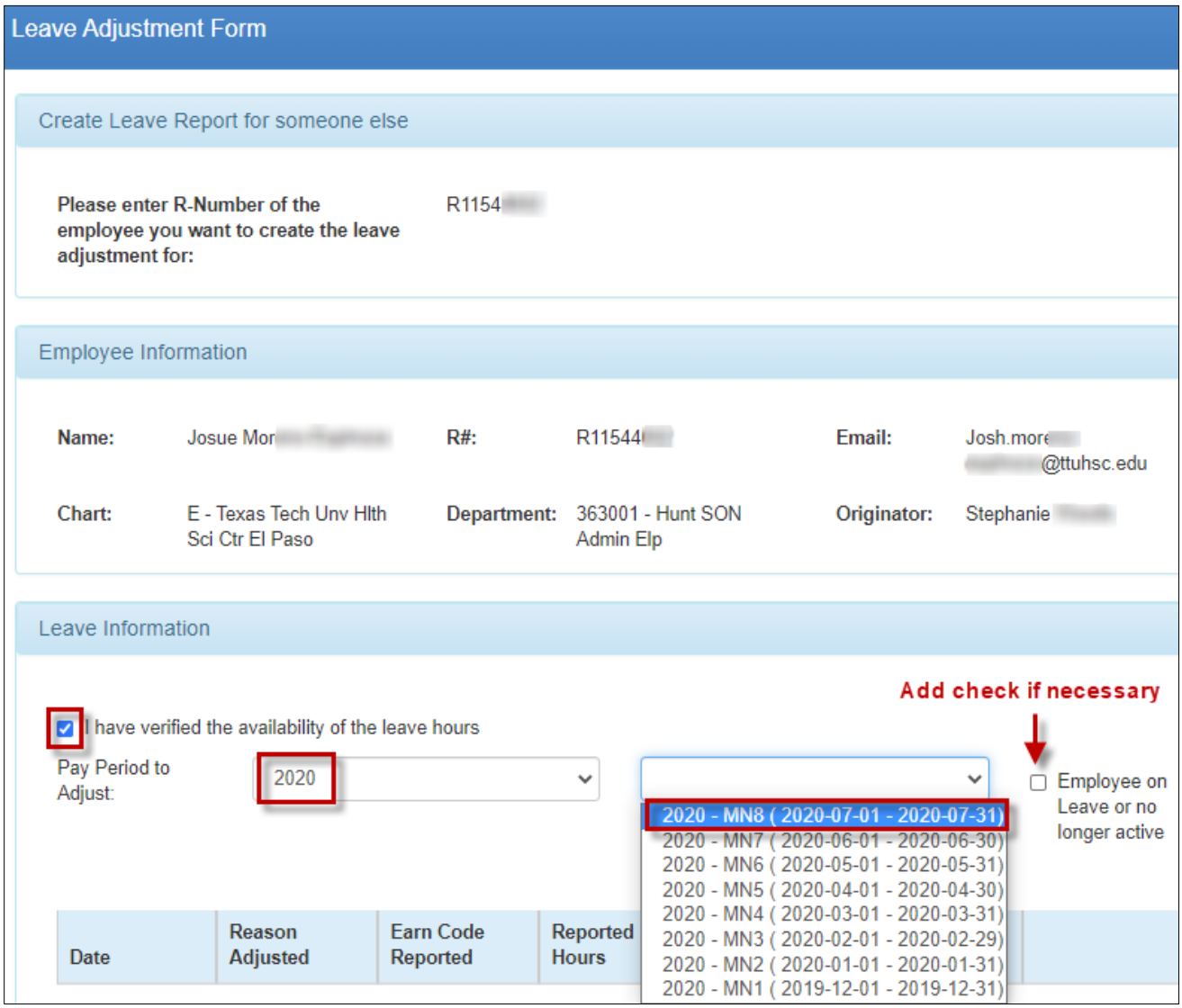


2. Select Functions > Create Leave Adjustment for Someone Else. Note than once you begin, the work cannot be saved for completion later.

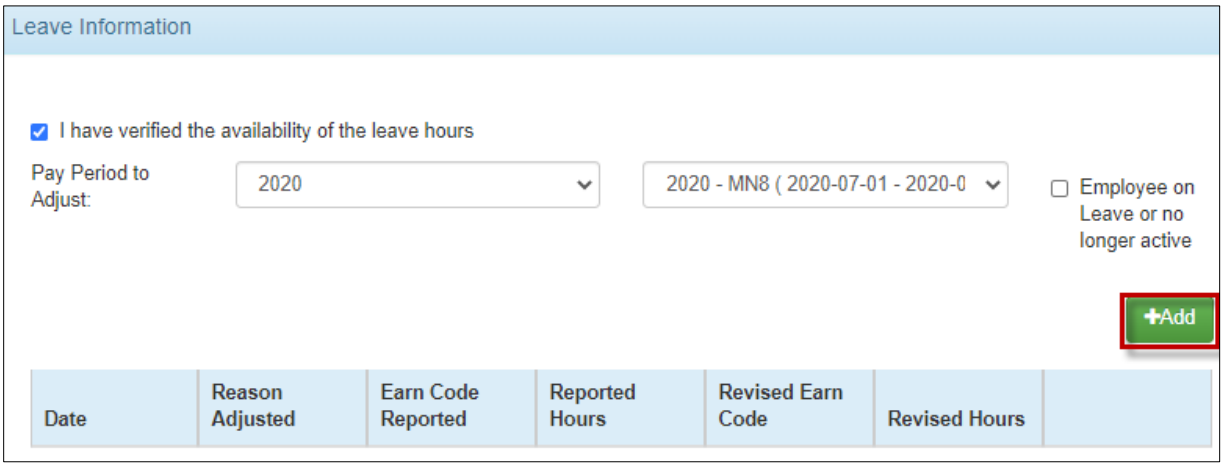


3. Enter the R# for the employee you wish to submit an MLA. Click Create new transaction.

4. Once you have verified that the employee has the leave balances to submit the manual leave adjustment, add a check mark to the field "I have verified the availability of leave hours", then select the correct year and pay period to adjust. If the employee is on leave or terminated, add a check mark to "Employee on Leave or no longer active".

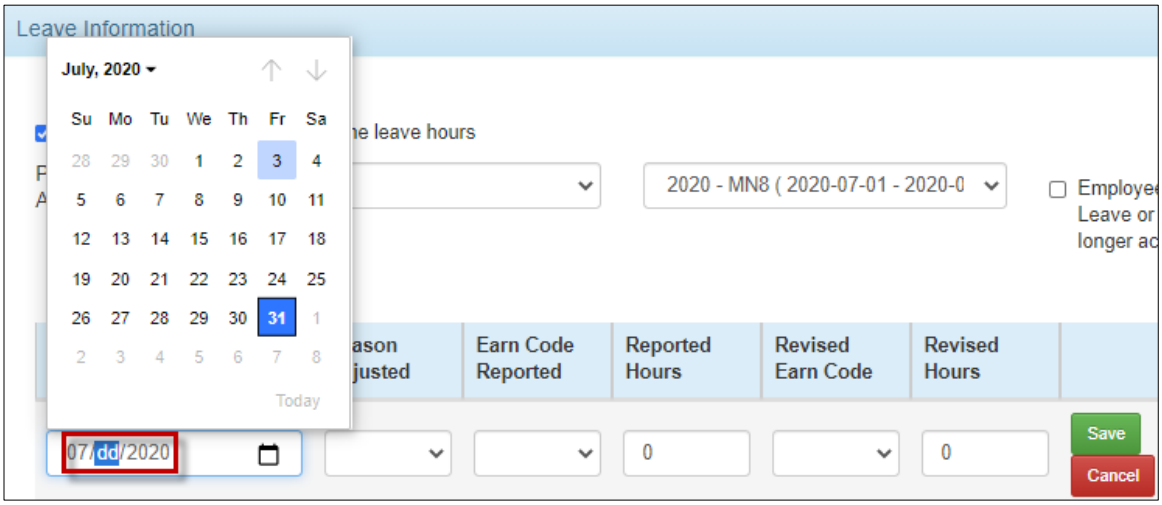


5. Click Add.

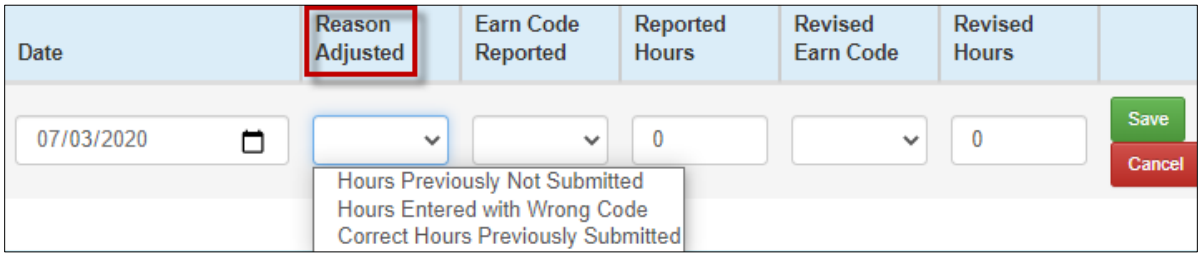


6. Select the date the leave occurred. Each instance of leave to adjust must be entered as a separate day. Do not group hours over multiple days into one entry.

   Each MLA submission will support numerous days and assorted Reasons Adjusted, as long as each entry falls within the pay period selected. For example, you now wish to report 16 hours of vacation that was not reported previously; you would create two entries with a Reason Adjusted of "Hours Previously Not Submitted", with each entry including 8 hours.



7. Select the Reason Adjusted. After selecting the Reason Adjusted, other fields may no longer be available for selection as necessary.



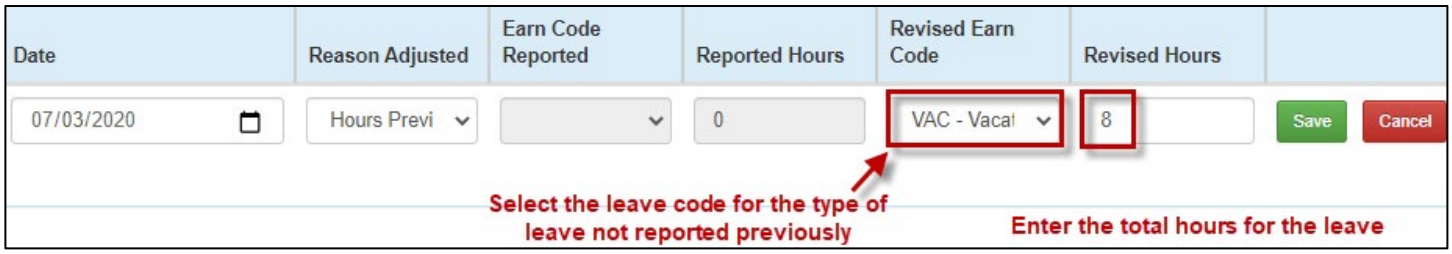
a. Hours Previously Not Submitted
   - Use this reason when you wish to report leave that was not reported before

b. Hours Entered with Wrong Code
   - Use this reason when leave was reported with the wrong leave code (e.g. reported vacation when sick should have been reported)

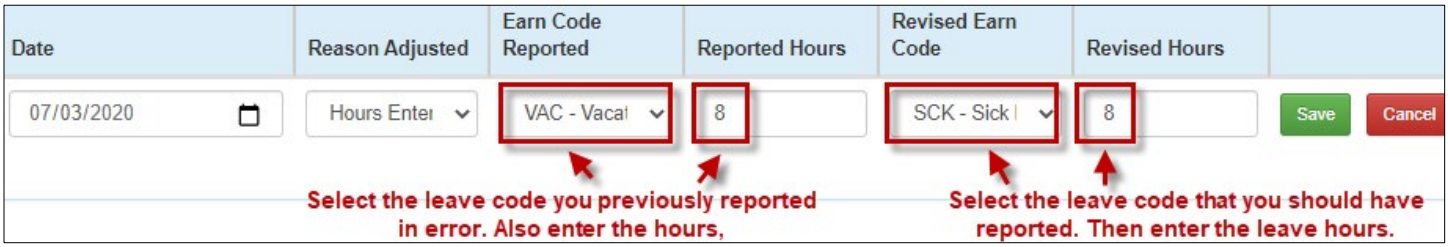
c. Correct Hours Previously Submitted
   - Use this reason when leave was submitted with the correct leave code, but not the correct time (e.g. reported 8 hours of sick when 4 hours should have been reported). Also, use this reason when leave was submitted with both the incorrect leave code and the incorrect time (e.g. reported 4 hours of vacation when 8 hours of sick should have been reported)

8. Fill out the remaining fields as instructed below. Click Save when finished. NOTE: Hours must be in quarter hour increments, decimal format.

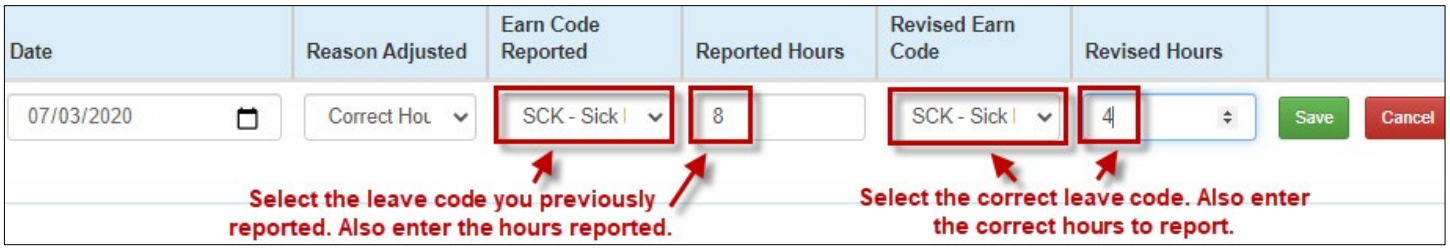
Hours Previously Not Submitted



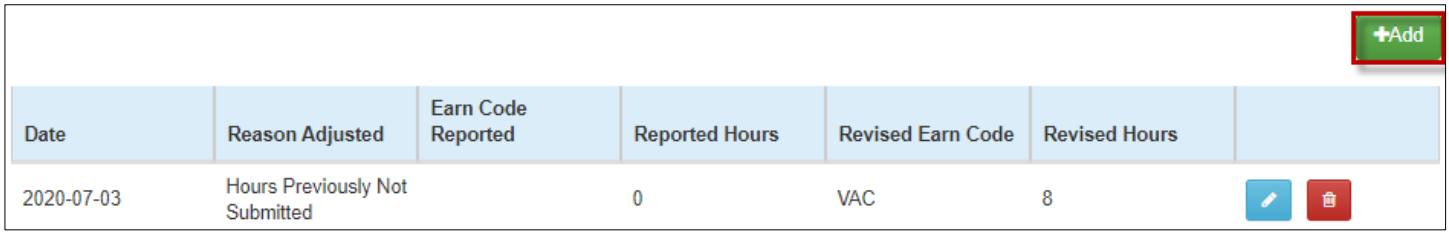
Hours Entered with Wrong Code



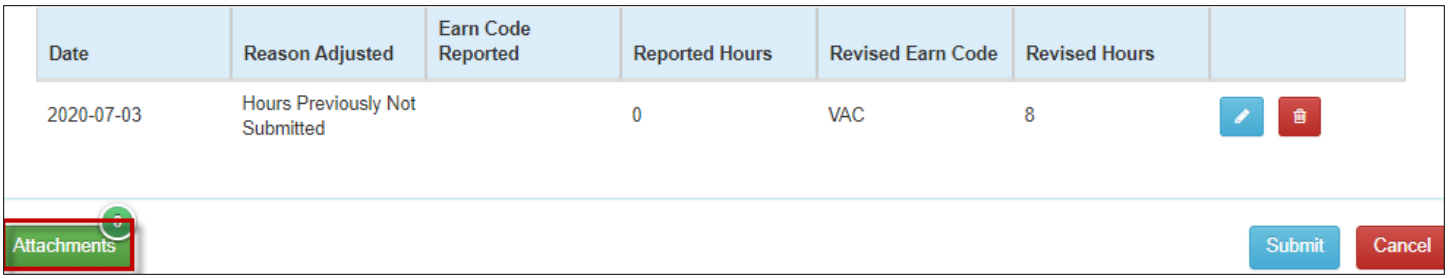
Correct Hours Previously Submitted

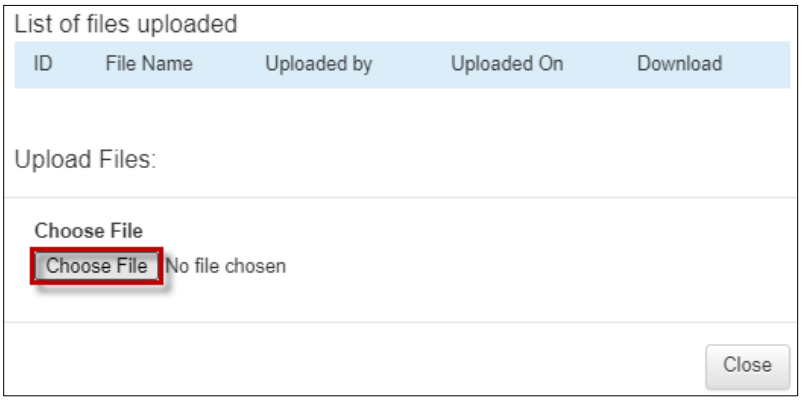


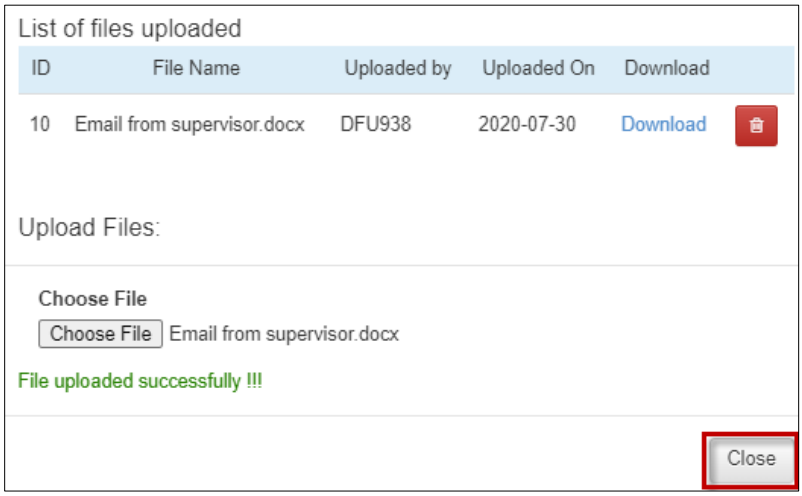
9. If you have additional time for the selected pay period to report on the Manual Leave Adjustment, click Add and begin the process again.



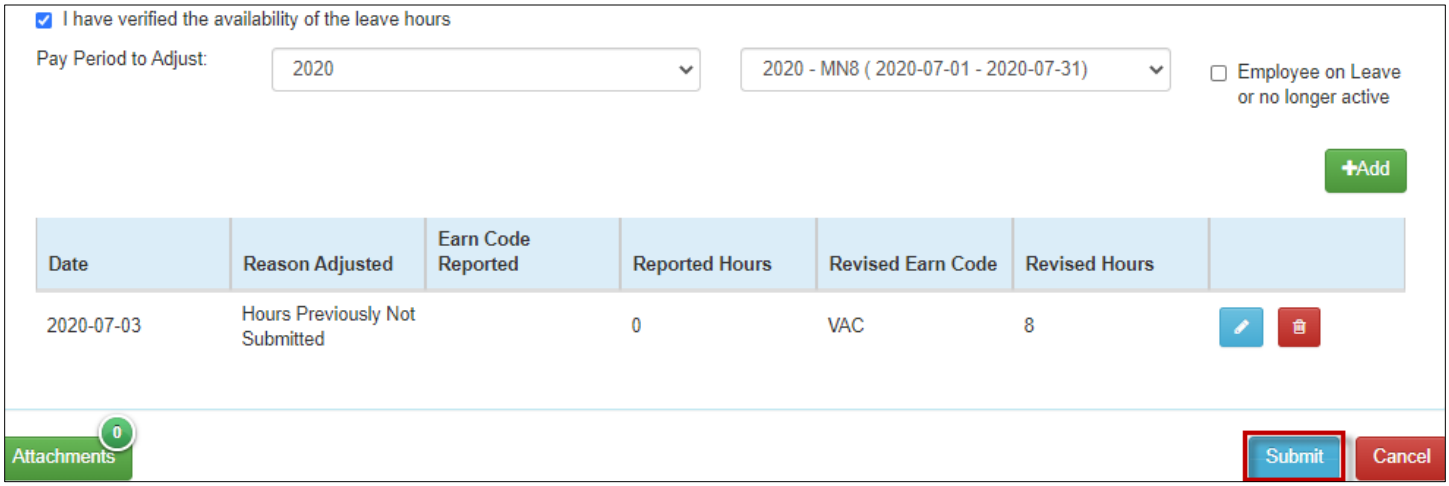
10. If deemed necessary, by yourself or per departmental guidance, click Attachments to upload any documentation that is needed for the approval of your MLA.

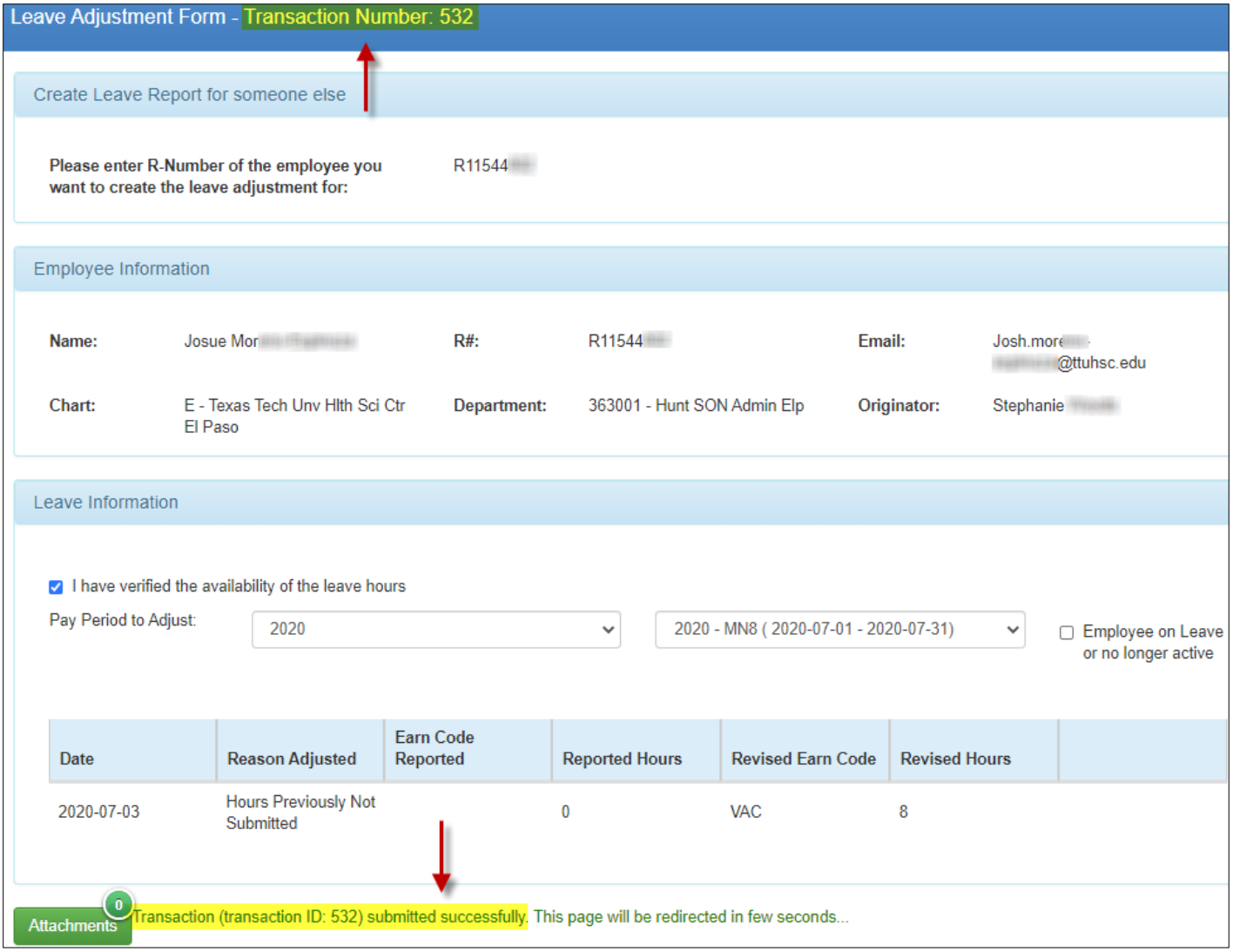






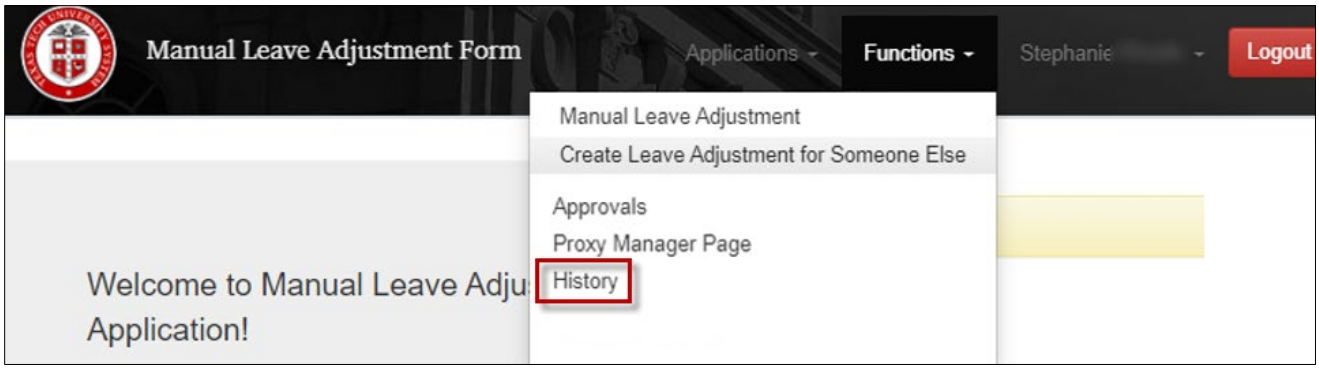
11. Once you are finished, click Submit. When you see the transaction ID and the "submitted successfully" message, you are finished.

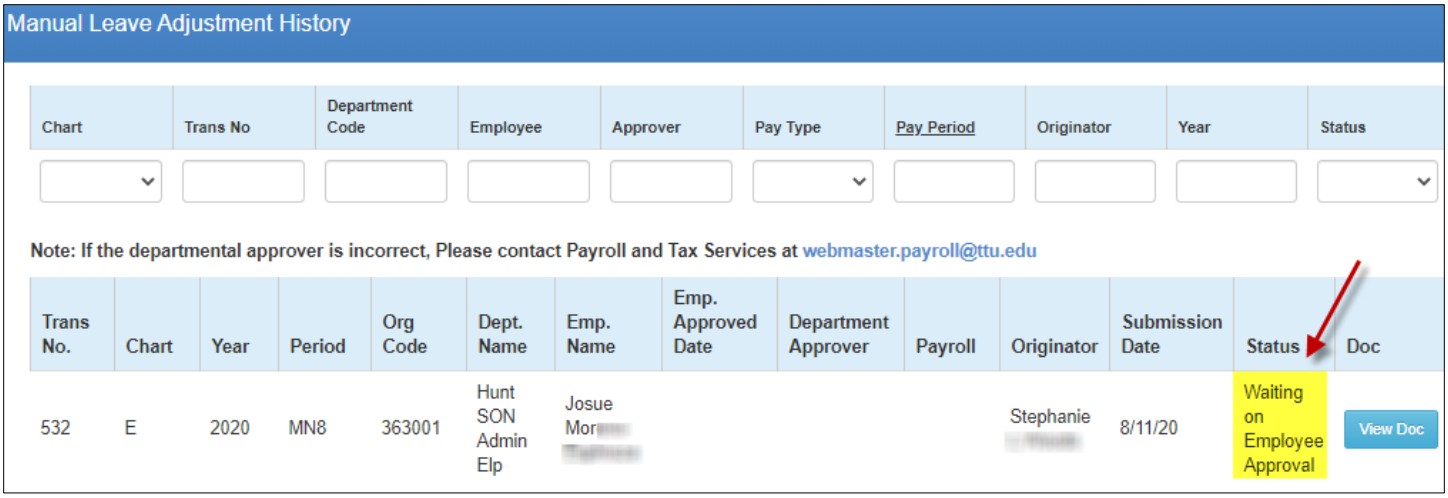




Check the MLA Progress

1. You may view the MLA progress by accessing History via the Functions menu. In addition, you will also receive an email notification if the MLA is approved or rejected.



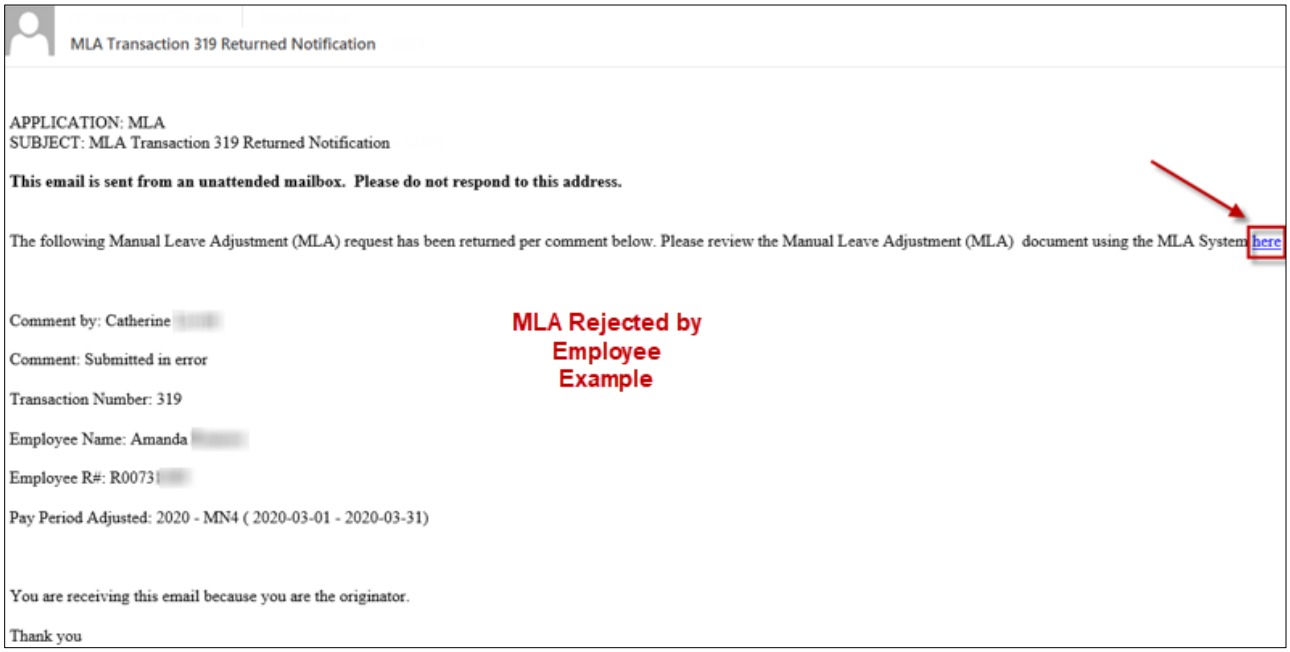


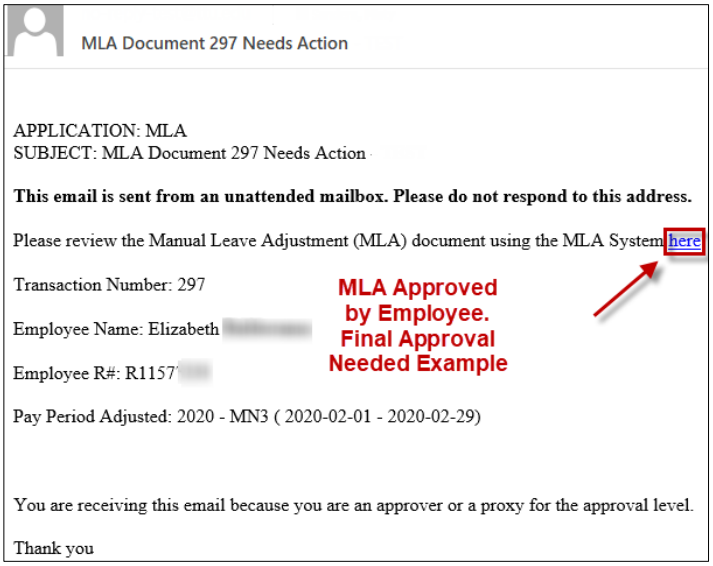
2. The status field indicates were the MLA is currently.

    a. Waiting on Employee Approval
        - MLA is currently pending the employee's review
    b. Waiting on Department Approval
        - MLA is pending the assigned approver's review
    c. Waiting on Payroll Apply
        - MLA is approved and is pending Payroll's application
    d. Applied
        - MLA has been applied. Updated leave balances may be reviewed via the Employee Dashboard or Cognos reports within one day.
    e. Rejected
        - MLA was sent back to you by the employee for correction.

MLA Approved or Rejected by Employee

1. Whether the employee approves or rejects the MLA, it will route back to you for final approval or correction. To access the MLA, click on the link provided in the email notification.

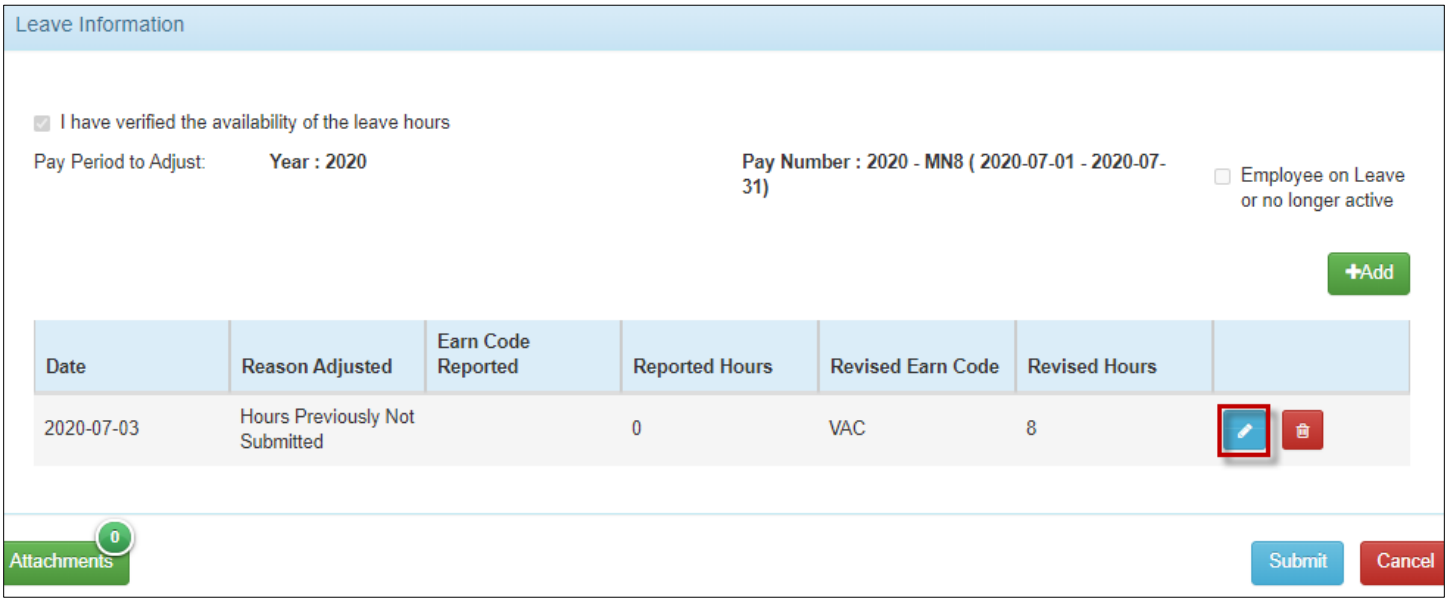




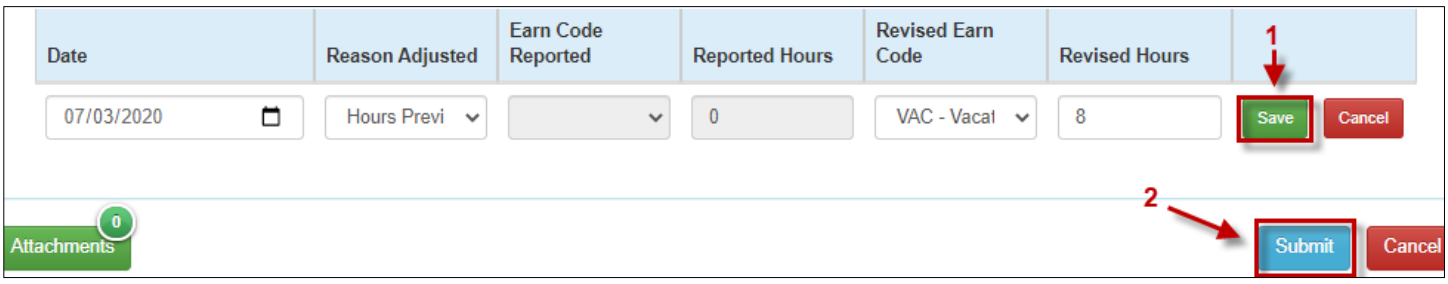
2. Resubmit an MLA that was rejected, or perform your second approval.

MLA Rejected by Employee – Adjustment Needed

To adjust and resubmit the MLA, click the Edit icon.

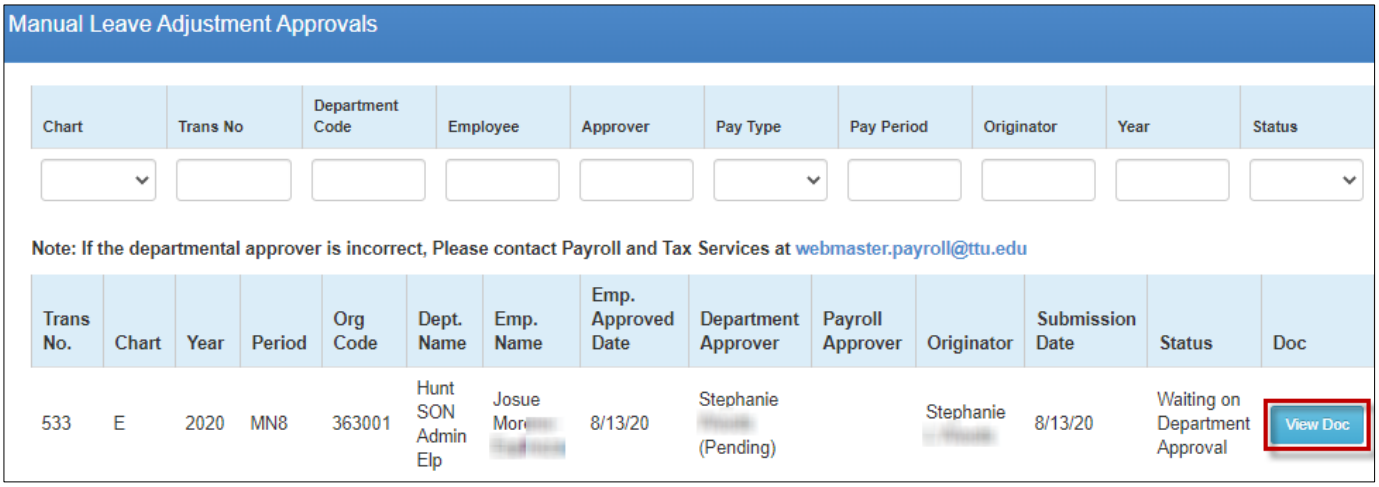


Make the necessary changes, then click Save followed by Submit.

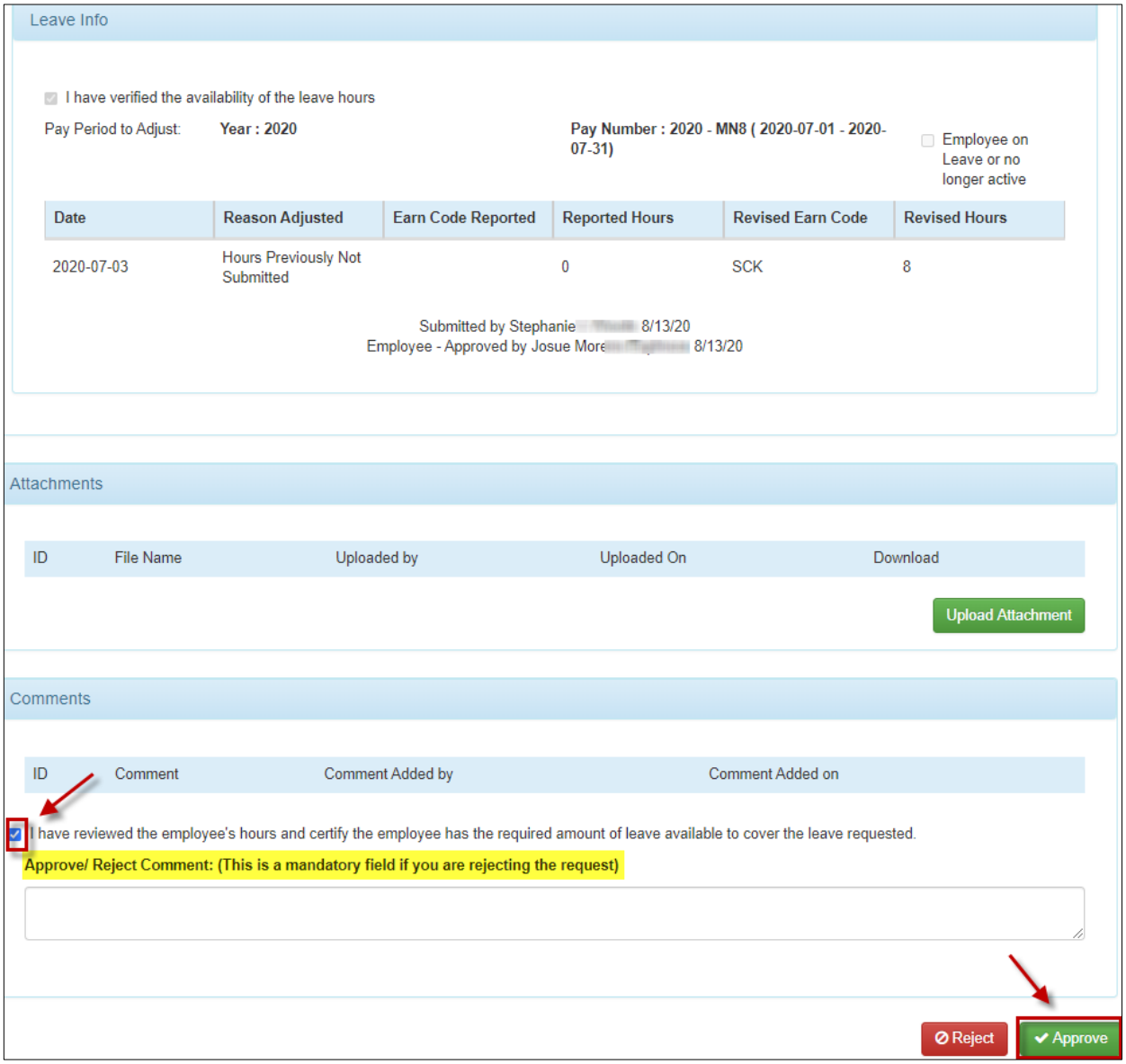


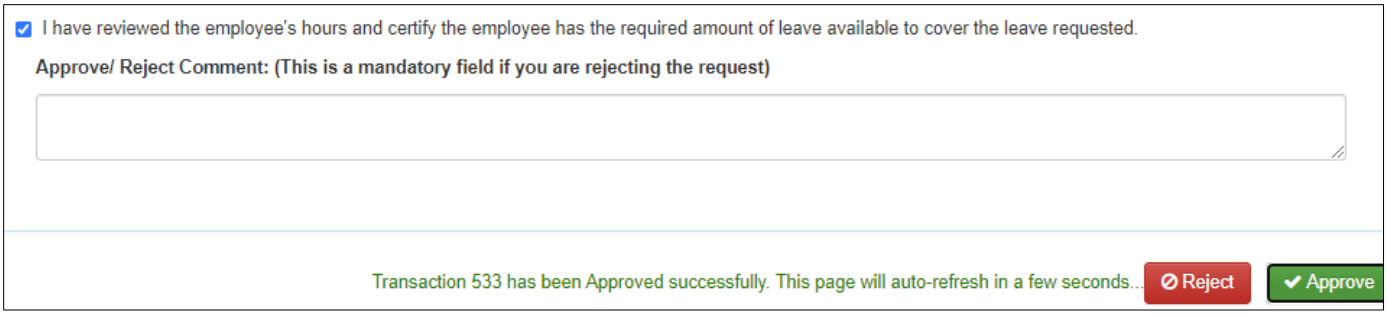
MLA Approved by Employee – Final Approval Needed

To perform final approval and submit the MLA to Payroll for application, click View Doc.



Review the MLA, add a check mark to the field "I have verified the availability of leave hours", then click Approve.





Assigned Approvers

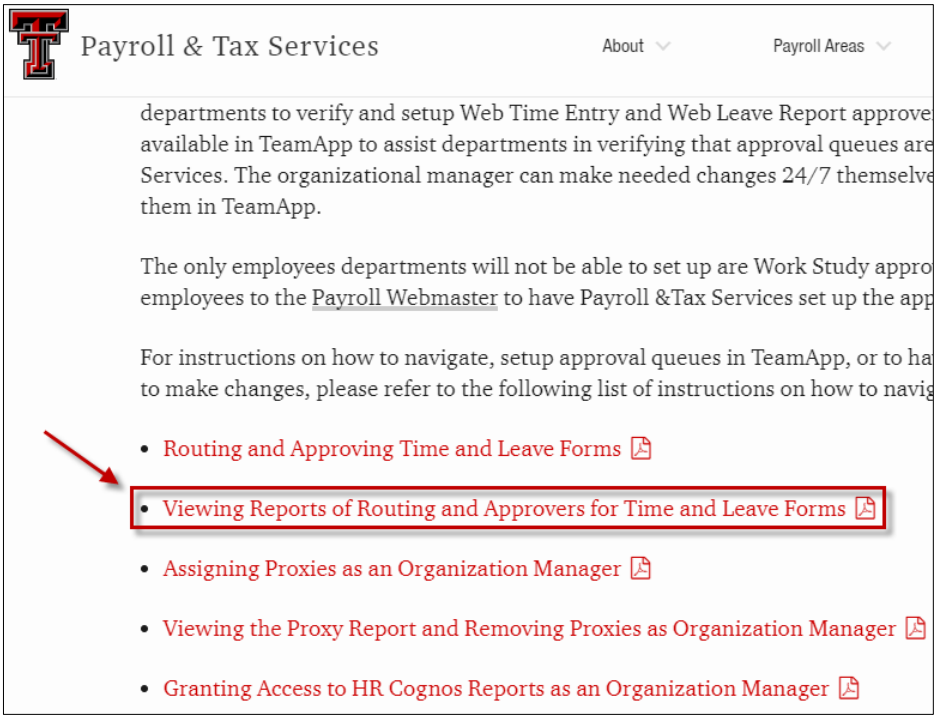
The process to identify and adjust an approver for MLA's is identical to the process used to identify and adjust approvers for Web Leave Report and Web Time Entry Timesheet.

NOTE: Assigned approvers must be someone who has direct knowledge of the working hours or leave hours taken for the employee.

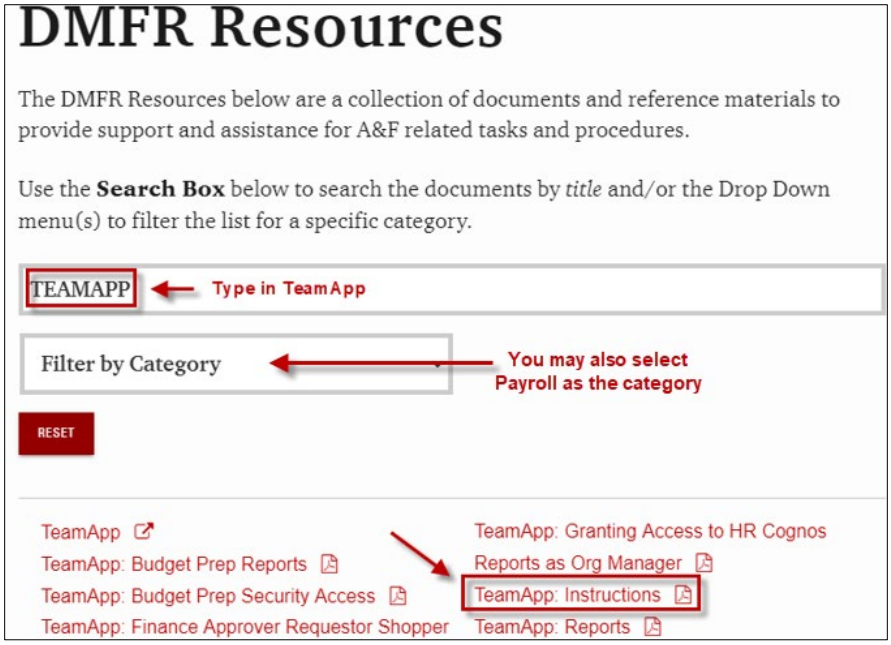
To find and adjust approvers, visit TeamApp. Detailed instructions are available on Payroll & Tax Services and DMFR's websites.

Payroll & Tax Services Website

http://www.depts.ttu.edu/payroll/payroll-areas/time-and-leave.php



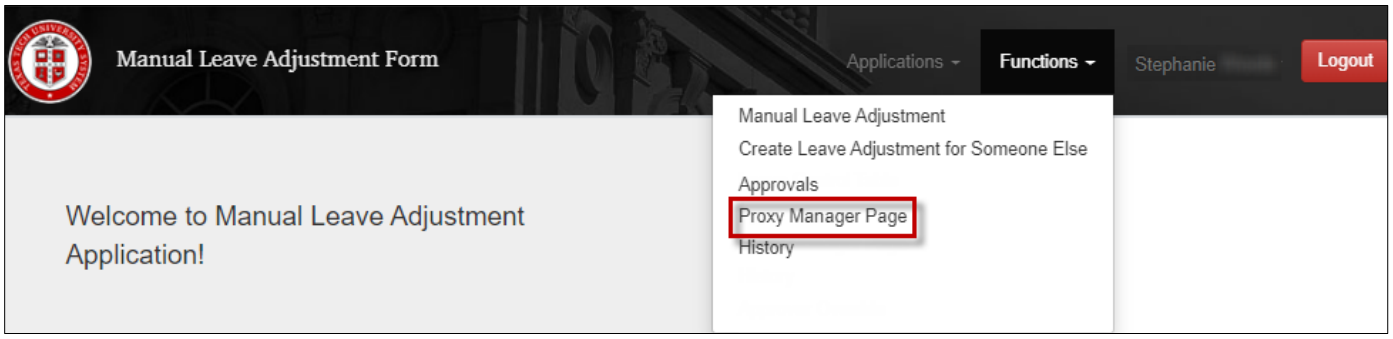
http://www.depts.ttu.edu/dmfr/resources/



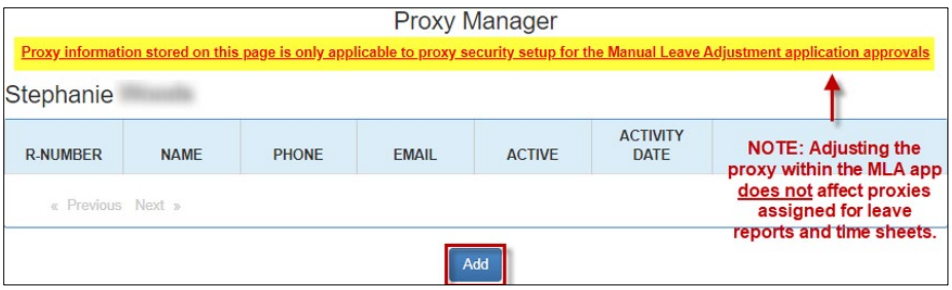
Proxies

If you are an assigned MLA approver, but would like someone else to approve MLA's on your behalf, you can assign a proxy. Proxies for Web Leave Report and Web Time Entry Timesheet are assigned via TeamApp. However, the process to assign a Proxy for MLAs must occur within the MLA application.

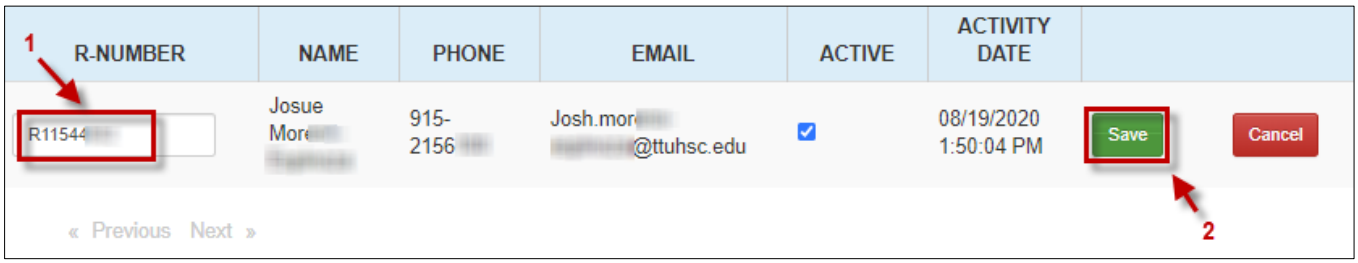
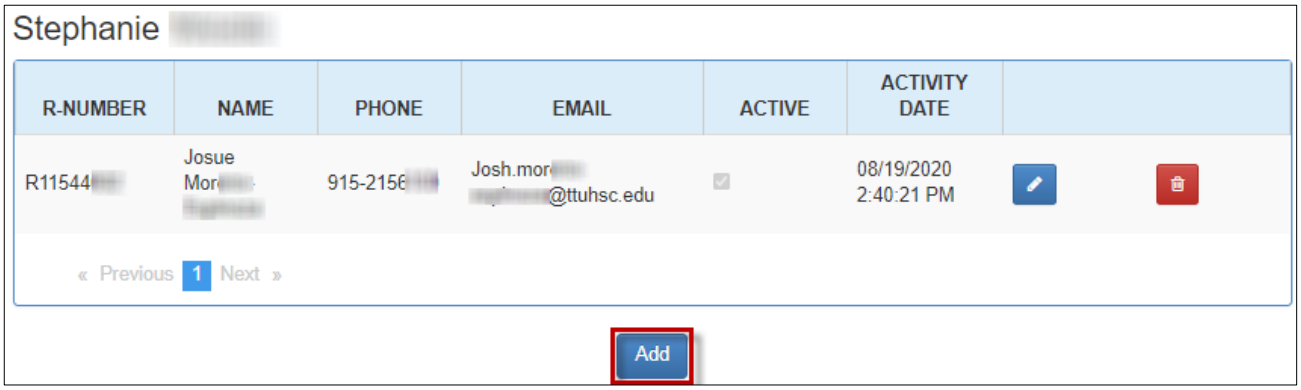
1. To assign a proxy for yourself, select Functions > Proxy Manager Page.



2. Click Add.



3. Enter the R# of the employee you wish to assign as your proxy. Verify that the name field auto-populates with the employee's name after you enter the R#. Then click Save.



4. Once you click Save, you are finished. If you wish to assign additional proxies as backups, click Add and repeat the process.