

MLA Employee Guide

Per TTU, TTUHSC, and TTUHSC El Paso Operating Policies, employees should report leave via their 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 employees.

You may submit an MLA if you are an exempt or non-exempt employee. **NOTE: Submitting an MLA will only adjust leave balances. If you need pay for leave reported, a manual check request is required.**

Submit an MLA for Myself

Submit an MLA when:

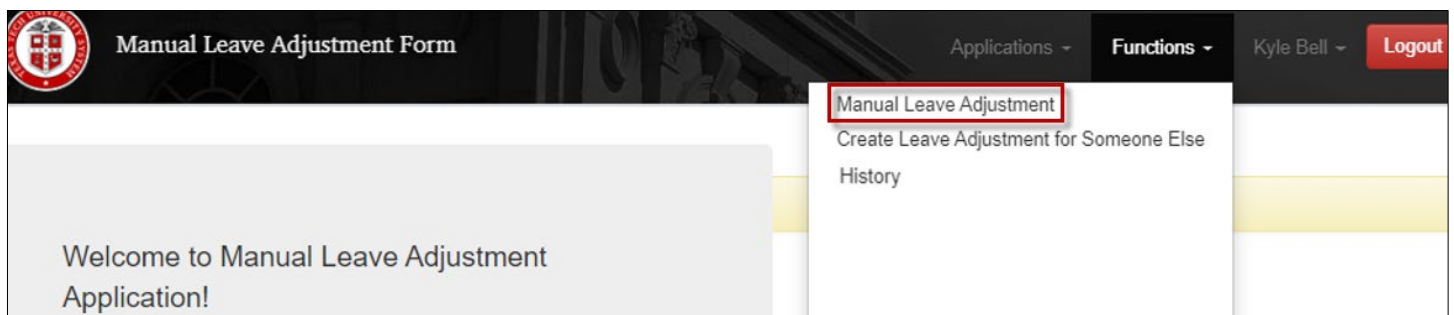
- You need to report leave hours after payroll has processed.
- You need to correct leave time that was reported under the wrong leave code or entered with the wrong amount of hours.

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



The screenshot shows the Texas Tech University Payroll & Tax Services website. The header includes the TTU logo and navigation links for 'About', 'Payroll Areas', 'Resources', and 'End User Ca'. The main content area features the heading 'Manual Leave Adjustments' and a paragraph explaining that MLAs are used to deduct hours not submitted on the timesheet or to correct errors. A red box highlights the text 'Manual Leave Adjustment application.' with a small icon.

2. Select Functions > Manual Leave Adjustment. Note that once you begin, the work cannot be saved for completion later.



The screenshot shows the 'Manual Leave Adjustment Form' application. The top navigation bar includes 'Applications', 'Functions', 'Kyle Bell', and a 'Logout' button. A dropdown menu is open under 'Functions', showing 'Manual Leave Adjustment' (highlighted with a red box), 'Create Leave Adjustment for Someone Else', and 'History'. The main content area displays the message 'Welcome to Manual Leave Adjustment Application!'.

- Once you have verified that you have 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.

Leave Adjustment Form

Employee Information

Name: Kyle Bell R#: [REDACTED] Email: kyle.bell@ttu.edu
 Chart: T - Texas Tech University Department: C10000 - Payroll and Tax Services Originator: Kyle Bell

Leave Information

I have verified the availability of the leave hours

Pay Period to Adjust: 2020

2020 - MN7 (2020-06-01 - 2020-06-30)
 2020 - MN6 (2020-05-01 - 2020-05-31)
 2020 - MN5 (2020-04-01 - 2020-04-30)
 2020 - MN4 (2020-03-01 - 2020-03-31)
 2020 - MN3 (2020-02-01 - 2020-02-29)
 2020 - MN2 (2020-01-01 - 2020-01-31)
 2020 - MN1 (2019-12-01 - 2019-12-31)

Employee on Leave or no longer active

Date	Reason Adjusted	Earn Code Reported	Reported Hours

- Click Add.

Leave Information

I have verified the availability of the leave hours

Pay Period to Adjust: 2020 2020 - MN7 (2020-06-01 - 2020-06-30)

Employee on Leave or no longer active

+Add

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours

- 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.

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours
06/dd/2020			0		0

June, 2020

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

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

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours
06/12/2020			0		0

Hours Previously Not Submitted
Hours Entered with Wrong Code
Correct Hours Previously Submitted

- a. Hours Previously Not Submitted
 - o Use this reason when you wish to report leave that was not reported before
- b. Hours Entered with Wrong Code
 - o Use this reason when you reported leave with the wrong leave code (e.g. reported vacation when you should have reported sick)
- c. Correct Hours Previously Submitted
 - o Use this reason when you submitted leave with the correct leave code, but not the correct time (e.g. reported 8 hours of sick when you should have reported 4 hours). Also, use this reason when you submitted leave with both the incorrect leave code and the incorrect time (e.g. reported 4 hours of vacation when you should have reported 8 hours of sick).

7. 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

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours
06/16/2020	Hours Previ		0	VAC - Vacat	8

Select the leave code for the type of leave not reported previously Enter the total hours for the leave.

Hours Entered with Wrong Code

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours	
06/16/2020	Hours Enter	VAC - Vacat	8	SCK - Sick I	8	Save Cancel

Select the leave code you previously reported in error. Also enter the hours.

Select the leave code that you should have reported. Then enter the hours.

Correct Hours Previously Submitted

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours	
06/12/2020	Correct Hou	SCK - Sick I	8	SCK - Sick I	4	Save Cancel

Select the leave code you previously reported. Also enter the hours reported.

Select the correct leave code. Also enter the correct hours to report.

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

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours	
2020-06-16	Hours Previously Not Submitted		0	VAC	8	+Add

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

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours	
2020-06-16	Hours Previously Not Submitted		0	VAC	8	Attachments

List of files uploaded

ID	File Name	Uploaded by	Uploaded On	Download
10	Email from supervisor.docx	DFU938	2020-07-30	Download

Upload Files:

Choose File

Choose File No file chosen

List of files uploaded

ID	File Name	Uploaded by	Uploaded On	Download
10	Email from supervisor.docx	DFU938	2020-07-30	Download

Upload Files:

Choose File

Choose File Email from supervisor.docx

File uploaded successfully !!!

Close

10. Once you are finished, click Submit. When you see the transaction ID and the “submitted successfully” message, you are finished.

I have verified the availability of the leave hours

Pay Period to Adjust: Employee on Leave or no longer active

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours	
2020-06-16	Hours Previously Not Submitted		0	VAC	8	<input type="button" value="edit"/> <input type="button" value="delete"/>

Leave Adjustment Form - **Transaction Number: 497**

Employee Information

Name: Kyle Bell R#: [REDACTED] Email: kyle.bell@ttu.edu
Chart: T - Texas Tech University Department: C10000 - Payroll and Tax Services Originator: Kyle Bell

Leave Information

I have verified the availability of the leave hours

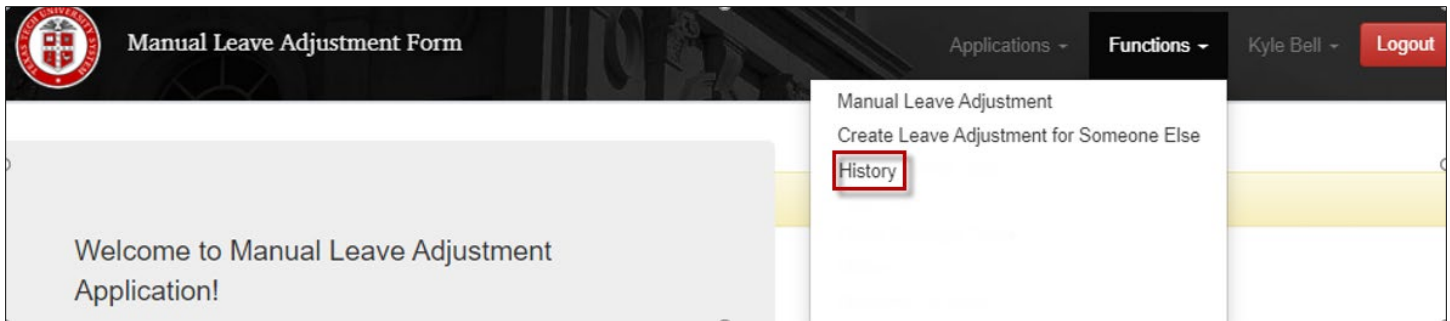
Pay Period to Adjust: Employee on Leave or no longer active

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours	
2020-06-16	Hours Previously Not Submitted		0	VAC	8	

Transaction (transaction ID: 497) submitted successfully. This page will be redirected in few seconds...

Check Your MLA Progress

1. You may view your 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.



Manual Leave Adjustment History

Chart	Trans No	Department Code	Employee	Approver	Pay Type	Pay Period	Originator	Year	Status
<input type="text"/>	497	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

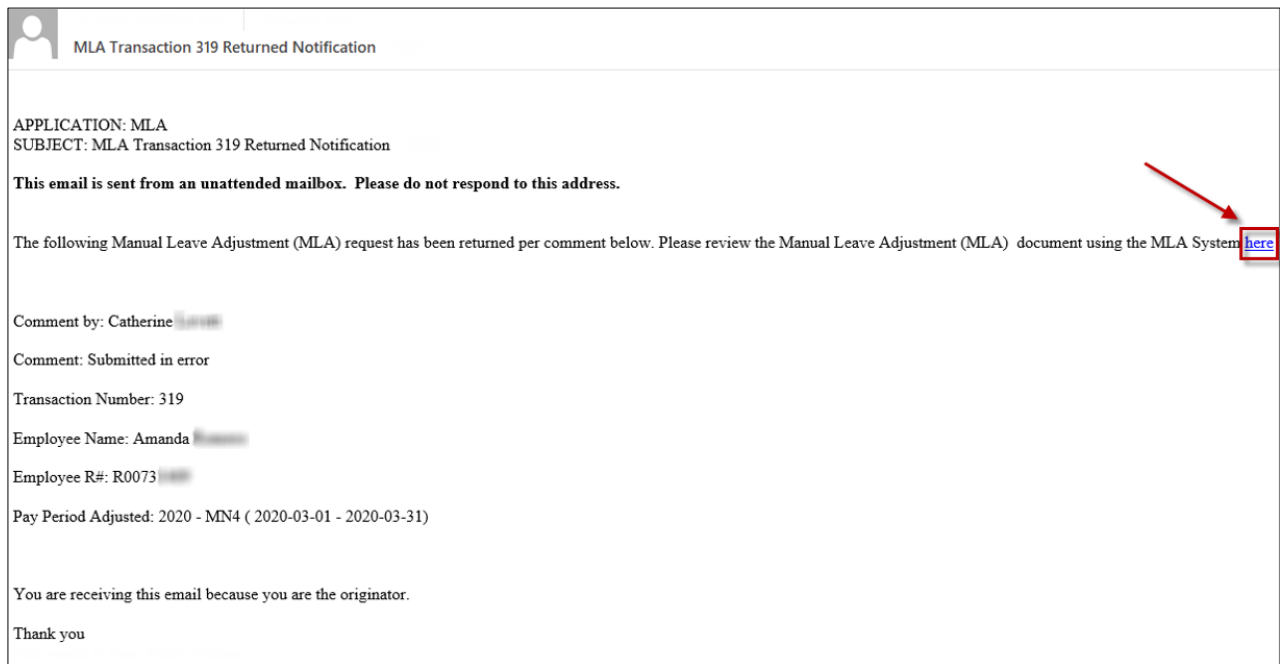
Note: If the departmental approver is incorrect, Please contact Payroll and Tax Services at webmaster.payroll@ttu.edu

Trans No.	Chart	Year	Period	Org Code	Dept. Name	Emp. Name	Emp. Approved Date	Department Approver	Payroll	Originator	Submission Date	Status	Doc
497	T	2020	MN7	C10000	Payroll and Tax Services	Kyle Ryan Bell		Antonio Luna (Pending)		Kyle Ryan Bell	7/30/20	Waiting on Department Approval	View Doc

2. The Status field indicates where your MLA is currently.
 - Waiting on Department Approval
 - o MLA is pending your assigned approver's review
 - Waiting on Payroll Apply
 - o MLA is approved and is pending Payroll's application
 - Applied
 - o MLA has been applied. Updated leave balances may be reviewed via the Employee Dashboard within one day.
 - Rejected
 - o MLA was sent back to you by the assigned approver for correction.

MLA Rejected

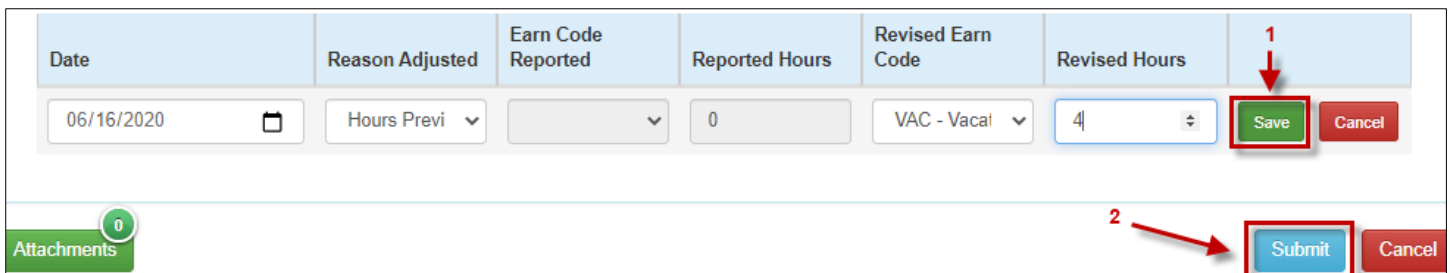
1. If your MLA is rejected, you may access it to make corrections and resubmit by clicking on the link provided in the email notification of the rejection.



2. To correct and resubmit your MLA, click the Edit icon.



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



Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours
2020-06-16	Hours Previously Not Submitted		0	VAC	4

Attachments 0 Transaction (transaction ID: 497) submitted successfully. This page will be redirected in few seconds...

Approver MLA Submission for Employee

An assigned Approver may also submit an MLA to adjust leave on your behalf. When this occurs, the MLA will route to you for approval or rejection. Review the MLA.

- If the MLA is accurate, approve it. It will go back to your assigned Approver for final review before going to Payroll for application.
- If the MLA is inaccurate, reject it. It will go back to your assigned Approver to allow them to correct it before going back to you once more for approval.

1. You may access the MLA by clicking on the link provided in the email notification. You may also access it by going to Approvals via the Functions menu.

APPLICATION: MLA
SUBJECT: MLA Document 297 Needs Action

This email is sent from an unattended mailbox. Please do not respond to this address.

Please review the Manual Leave Adjustment (MLA) document using the MLA System [here](#)

Transaction Number: 297

Employee Name: Elizabeth [REDACTED]

Employee R#: R1157 [REDACTED]

Pay Period Adjusted: 2020 - MN3 (2020-02-01 - 2020-02-29)

Manual Leave Adjustment Form

Applications - Functions - Roman Valencia - Logout

Manual Leave Adjustment
Create Leave Adjustment for Someone Else
History
Approvals

Welcome to Manual Leave Adjustment Application!

2. Click "View Doc".

Manual Leave Adjustment Approvals

Chart	Trans No	Department Code	Employee	Approver	Pay Type	Pay Period	Originator	Year	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: If the departmental approver is incorrect, Please contact Payroll and Tax Services at webmaster.payroll@ttu.edu

Trans No.	Chart	Year	Period	Org Code	Dept. Name	Emp. Name	Emp. Approved Date	Department Approver	Payroll Approver	Originator	Submission Date	Status	Doc
520	T	2020	MN5	B52000	Architecture	Sarah				Lesley	8/6/20	Waiting on Employee Approval	View Doc

3. Review the MLA. Then approve or reject it.

Leave Info

I have verified the availability of the leave hours

Pay Period to Adjust: Year : 2020

Pay Number : 2020 - MN5 (2020-04-01 - 2020-04-30)

Employee on Leave or no longer active

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours
2020-04-15	Hours Previously Not Submitted		0	HOL	8

Submitted by Lesley 8/6/20

Attachments

ID	File Name	Uploaded by	Uploaded On	Download

[Upload Attachment](#)

Comments

Add comments if necessary

ID	Comment	Comment Added by	Comment Added on

Approve/ Reject Comment: (This is a mandatory field if you are rejecting the request)