TEXAS TECH UNIVERSITY

Manual Leave Adjustments
New Process

Payroll and Tax Services

Time & Leave

What Are Manual Leave Adjustments?

What are Manual Leave Adjustments?

- Manual leave adjustments (MLA's) are used to maintain the accuracy of employee leave balances and leave time reported. Manual leave adjustments are an integral part of the various methods in which Payroll & Tax Services maintains compliance with state and federal laws, and institutional operating policies regarding the tracking and reporting of employee leave.

- Employees should always report leave via a leave report, timesheet, or TimeClock Plus by established payroll deadlines. When this does not occur, a manual leave adjustment is required.

- MLA's may be submitted directly by an employee, or by an assigned approver on behalf of the employee. An assigned approver is someone that has some level of supervisory authority for the employee granted by the department or superior.

- Manual leave adjustments are required by employees who do not report leave via a Web Leave Report, Web Time Entry Timesheet, or TimeClock Plus. They are also required if the employee reported leave incorrectly. Non-exempt and exempt employees may utilize manual leave adjustments, as needed.

Why is the Manual Leave Adjustment Process Changing?

- Currently, Payroll & Tax Services processes approximately one hundred MLA's each month. Upon receipt of the MLA, the MLA must be researched before time is adjusted in Banner. If there are questions regarding the manual MLA submission, the requesting department is contacted to clarify or adjust the MLA. The entire process is manual and extensive for both the requesting department and Payroll & Tax Services.

- Moving MLA's to an automated application will allow requesting departments to submit MLA's more quickly and easily. It will also help Payroll & Tax Services to process these adjustments with increased efficiency, accuracy, and speed.

Essential Items to Consider

- NOTE: The purpose of this presentation is to summarize the Manual Leave Adjustment process and provide basic guidance. This presentation is not an instructional guide. For detailed guides on the complete MLA process for users, please refer to the guides posted on Payroll & Tax Services website at: https://www.depts.ttu.edu/payroll/payroll-areas/time-and-leave/mla.php

- Submitting an MLA will only adjust leave balances. If pay is needed for leave reported, a manual check request is required.

- Per institutional Operating Policies, employees should report leave via their Web Leave Report, Web Time Entry Timesheet, or TimeClock Plus by established payroll deadlines. MLAs should only be used intermittently. If you find that you are submitting MLAs for yourself or for other employees frequently, you may need to reevaluate your internal departmental processes.

REQUIREMENTS

LAWS   RULES

COMPLIANCE

POLICIES   STANDARDS

REGULATIONS

MLA Application – Process Flow
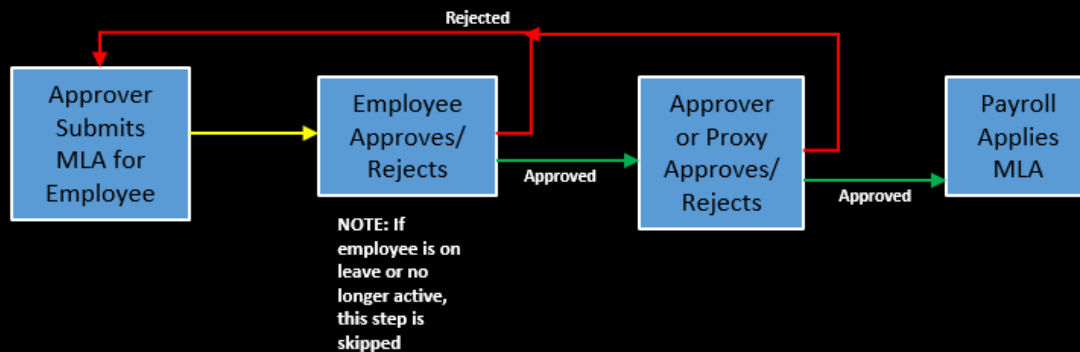
Manual Leave Adjustment Process for Employee

Manual Leave Adjustment Process for Employee

As an employee, you may 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.

The Manual Leave Adjustment Application is available on Payroll & Tax Services website at:

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

Select the year, pay period, and dates to adjust.

Select the reason you need leave adjusted, earn codes affected, and hours.

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

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

Documentation to support your MLA may be uploaded.

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

Attachments ⓪

Submit Cancel

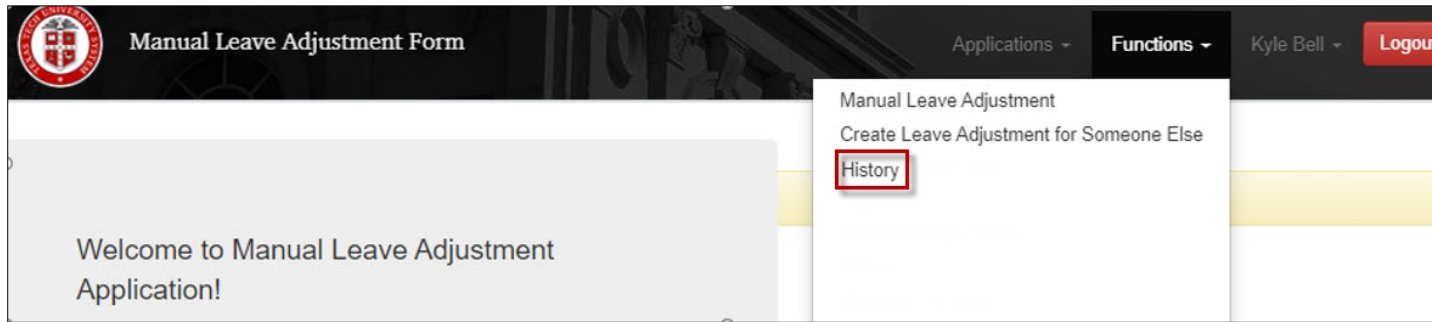NOTE: Each MLA submission will support numerous days and assorted Reasons Adjusted, as long as each entry falls within the pay period selected. For example, you now wish to report 16 hours of vacation that was not reported previously; you would create two entries with a Reason Adjusted of "Hours Previously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

Once the MLA is submitted, you will receive a Transaction Number.

Manual Leave Adjustment Process for Employee

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

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.

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.

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

Employee R#: R1157

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

☑ APPROVED

☐ REJECTED

Manual Leave Adjustment Process for Assigned Approvers

As an assigned approver, you may submit an MLA 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.

The Manual Leave Adjustment form is available on Payroll & Tax Services website at:

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

Texas Tech University

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TTU / Payroll Services

Manual Leave Adjustments

Manual Leave Adjustments (MLAs) are submitted for non-exempt and exempt employees to deduct hours not submitted on the timesheet or leave report, or to correct hours entered on the wrong dates or wrong leave code. MLAs can be submitted using the online Manual Leave Adjustment application. ↗

Manual Leave Adjustment Form   Applications ⌄   Functions ⌄   Stephanie ⌄   Logout

Manual Leave Adjustment
Create Leave Adjustment for Someone Else
Approvals
Proxy Manager Page
History

Welcome to Manual Leave Adju
Application!

After entering the R# of the employee, select the year, pay period, and dates to adjust.

Leave Adjustment Form

Create Leave Report for someone else

Please enter R-Number of the employee you want to create the leave adjustment for: R1154▓▓▓▓

Employee Information

Name:	Josue Mor▓▓▓ ▓▓▓▓▓	**R#:**	R11544▓▓	**Email:**	Josh.more▓▓▓ ▓▓▓▓▓@ttuhsc.edu
Chart:	E - Texas Tech Unv Hlth Sci Ctr El Paso	**Department:**	363001 - Hunt SON Admin Elp	**Originator:**	Stephanie ▓▓▓▓▓

Leave Information

Add check if necessary

☑ I have verified the availability of the leave hours

Pay Period to Adjust: `2020`   ⌄   ⌄   ☐ Employee on Leave or no longer active

- **2020 - MN8 (2020-07-01 - 2020-07-31)**
- 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)

Date	Reason Adjusted	Earn Code Reported	Reported Hours

Leave Information

July, 2020 ▾   ↑   ↓

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	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	**31**	1
2	3	4	5	6	7	8

Today

`07/dd/2020`   📅

Manual Leave Adjustment Process for Employee

Select the reason to adjust leave, earn codes affected, and hours.

Date	Reason Adjusted	Earn Code Reported	Reported Hours	Revised Earn Code	Revised Hours	
06/12/2020	▾	▾	0	▾	0	Save / Cancel
	Hours Previously Not Submitted					
	Hours Entered with Wrong Code					
	Correct Hours Previously Submitted					

Documentation to support the MLA may be uploaded.

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

Attachments

Submit   Cancel

NOTE: 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.

Once the MLA is submitted, you will receive a Transaction Number.

Manual Leave Adjustment Process for Employee

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.

Status Key

Waiting on Employee Approval - *MLA is currently pending the employee's review*

Waiting on Department Approval - *MLA is pending the assigned approver's review*

Waiting on Payroll Apply - *MLA is approved and is pending Payroll's application*

Applied - *MLA has been applied. Updated leave balances may be reviewed via the Employee Dashboard or Cognos within one day*

Rejected - *MLA was sent back to you by the employee for correction.*

If the 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.

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.

MLA Transaction 319 Returned Notification

APPLICATION: MLA
SUBJECT: MLA Transaction 319 Returned Notification

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

The following Manual Leave Adjustment (MLA) request has been returned per comment below. Please review the Manual Leave Adjustment (MLA) document using the MLA System here

Comment by: Catherine

Comment: Submitted in error

Transaction Number: 319

Employee Name: Amanda

Employee R#: R0073

Pay Period Adjusted: 2020 - MN4 (2020-03-01 - 2020-03-31)

You are receiving this email because you are the originator.

Thank you

MLA Rejected by Employee Example

MLA Document 297 Needs Action

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

Employee R#: R1157

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

MLA Approved by Employee. Final Approval Needed Example

You are receiving this email because you are an approver or a proxy for the approval level.

Thank you

Assigned Approvers and Proxies

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

Payroll & Tax Services   About ⌄   Payroll Areas ⌄

departments to verify and setup Web Time Entry and Web Leave Report approve available in TeamApp to assist departments in verifying that approval queues are Services. The organizational manager can make needed changes 24/7 themselve them in TeamApp.

The only employees departments will not be able to set up are Work Study appro employees to the Payroll Webmaster to have Payroll &Tax Services set up the app

For instructions on how to navigate, setup approval queues in TeamApp, or to ha to make changes, please refer to the following list of instructions on how to navig

- Routing and Approving Time and Leave Forms 🗎
- Viewing Reports of Routing and Approvers for Time and Leave Forms 🗎
- Assigning Proxies as an Organization Manager 🗎
- Viewing the Proxy Report and Removing Proxies as Organization Manager 🗎
- Granting Access to HR Cognos Reports as an Organization Manager 🗎

DMFR Resources

The DMFR Resources below are a collection of documents and reference materials to provide support and assistance for A&F related tasks and procedures.

Use the **Search Box** below to search the documents by *title* and/or the Drop Down menu(s) to filter the list for a specific category.

| TEAMAPP | ← Type in TeamApp |

| Filter by Category | You may also select Payroll as the category

RESET

TeamApp 🗗   TeamApp: Granting Access to HR Cognos
TeamApp: Budget Prep Reports 🗎   Reports as Org Manager 🗎
TeamApp: Budget Prep Security Access 🗎   TeamApp: Instructions 🗎
TeamApp: Finance Approver Requestor Shopper   TeamApp: Reports 🗎

Manual Leave Adjustment Process for Assigned Approvers

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.

NOTE: Assigning a proxy within the MLA application has no effect on Proxies assigned via TeamApp.
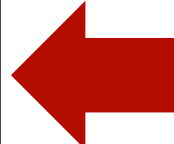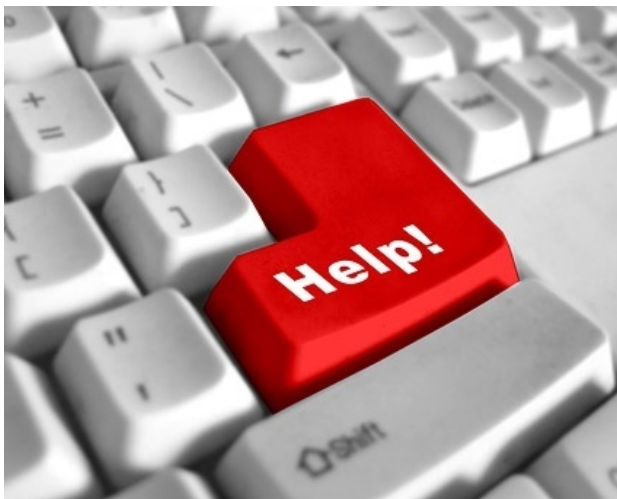
In Closing

In Closing

- If you need current leave balances for an employee, you may run Cognos report HR030 Employee Current Leave Balances. Employees may view their current leave balances via the Employee self service portal in Raiderlink/WebRaider.

- For the full guides on the complete MLA process please refer to the guides posted on Payroll & Tax Services website at: https://www.depts.ttu.edu/payroll/payroll-areas/time-and-leave/mla.php

- If you have questions regarding Manual Leave Adjustments or leave balances, email webmaster.payroll@ttu.edu. Please include the R# and full legal name of the employee that you need assistance with. You may also call Payroll & Tax Services at 806-742-3211.