



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?



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



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.





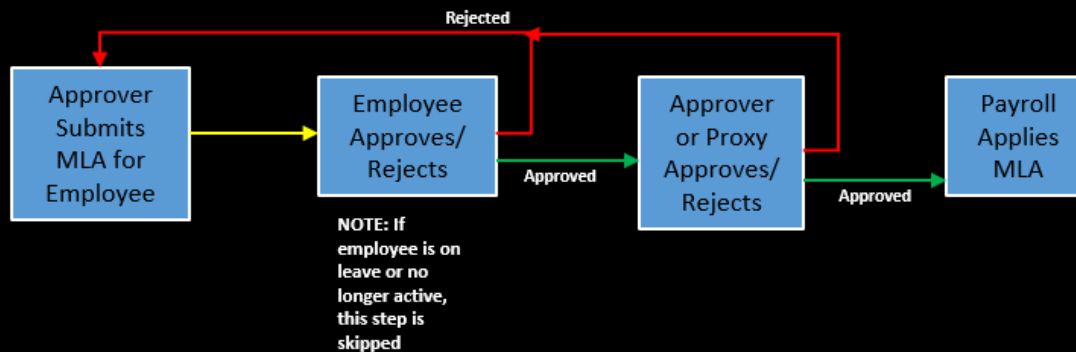
MLA Application – Process Flow

Why is the Manual Leave Adjustment Process Changing?

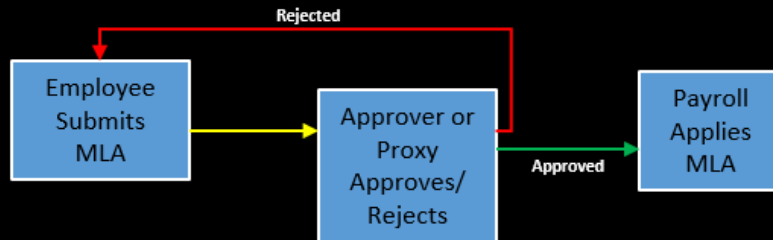


MLA Application - Process Flow

Approver Submission



Employee Submission



FAQS

- Approvers are assigned via TeamApp
- Proxies are assigned via the MLA Application by the employee Approver
- Payroll is unable to assign Approvers or Proxies
- If you do not have access to TeamApp, contact your department's Financial Manager.
- The role of a Proxy is to approve an MLA on behalf of an Approver. A proxy may submit an MLA on behalf of an Approver. However, the Proxy will not be able to approve the same MLA.
- If you would like assistance with the MLA Application, please email webmaster.payroll@ttu.edu



TEXAS TECH UNIVERSITY
Payroll & Tax Services™



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>

Texas Tech University

TTU Payroll & Tax Services

About Payroll Areas Resources End User Ca

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 Kyle Bell Logout

Manual Leave Adjustment

Create Leave Adjustment for Someone Else

History

Welcome to Manual Leave Adjustment Application!



Manual Leave Adjustment Process for Employee

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

Leave Adjustment Form

Employee Information

Name:

Kyle Bell

R#:

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 - 2020-02-28)

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	Revised Earn Code	Revised Hours	
06/01/2020			0		0	

06/01/2020

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

Save

Cancel



Manual Leave Adjustment Process for Employee

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	<div><div></div><div>Hours Previously Not Submitted</div><div>Hours Entered with Wrong Code</div><div>Correct Hours Previously Submitted</div></div>		0		0	<div>Save</div> <div>Cancel</div>

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	<div></div> <div></div>

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 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.

**Manual Leave Adjustment Form**

Applications ▾ **Functions ▾** Kyle Bell ▾ **Logout**

Welcome to Manual Leave Adjustment Application!

Manual Leave Adjustment

Create Leave Adjustment for Someone Else

History

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

Status Key

Waiting on Department Approval - *MLA is pending your 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 within one day*

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

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.

Manual Leave Adjustment Process 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.

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)



APPROVED



REJECTED



Manual Leave Adjustment Process for Assigned Approvers



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>

The screenshot shows the Texas Tech University Payroll & Tax Services website. The header includes the university logo, the site name, and navigation links for About, Payroll Areas, Resources, and End User. The main heading is "Manual Leave Adjustments". Below it, a paragraph explains that 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. The text states that MLAs can be submitted using the online **Manual Leave Adjustment application**, which is highlighted with a red box.

The screenshot shows the "Manual Leave Adjustment Form" interface. The header includes the Texas Tech University logo, the form title, and navigation links for Applications, Functions, and a user profile for Stephanie. A "Logout" button is also present. A dropdown menu is open under the "Functions" link, showing options: "Manual Leave Adjustment", "Create Leave Adjustment for Someone Else" (highlighted with a red box), "Approvals", "Proxy Manager Page", and "History". The main content area displays "Welcome to Manual Leave Adjustment Application!".



Manual Leave Adjustment Process for Assigned Approvers

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

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

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 Univ Hlth Sci Ctr El Paso Department: 363001 - Hunt SON Admin Elp Originator: Stephanie

Leave Information

☒ I have verified the availability of the leave hours

Pay Period to Adjust: 2020

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)

☐ Employee on Leave or no longer active

Date	Reason Adjusted	Earn Code Reported	Reported Hours
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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	<div><div></div><div>Hours Previously Not Submitted</div><div>Hours Entered with Wrong Code</div><div>Correct Hours Previously Submitted</div></div>		0		0	<div>Save</div> <div>Cancel</div>

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	<div></div> <div></div>

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.*

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 Adjustment Application!

Manual Leave Adjustment History

Chart	Trans No	Department Code	Employee	Approver	Pay Type	Pay Period	Originator	Year	Status
<div></div>					<div></div>				

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
532	E	2020	MN8	363001	Hunt SON Admin Elp	Josue Mor				Stephanie	8/11/20	Waiting on Employee Approval	View Doc

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.



Manual Leave Adjustment Process for Assigned Approvers

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 [redacted]

Comment: Submitted in error

Transaction Number: 319

Employee Name: Amanda [redacted]


Employee R#: R0073 [redacted]

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 [redacted]

Employee R#: R1157 [redacted]

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

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

Thank you

MLA Approved by Employee. Final Approval Needed Example




Assigned Approvers and Proxies



Manual Leave Adjustment Process for 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. 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 themselves 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.

← Type in TeamApp

← You may also select Payroll as the category


RESET


TeamApp 


TeamApp: Budget Prep Reports 

TeamApp: Budget Prep Security Access 

TeamApp: Finance Approver Requestor Shopper

TeamApp: Granting Access to HR Cognos Reports as Org Manager 

TeamApp: Instructions 

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.

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 Adjustment Application!

Proxy Manager

Proxy information stored on this page is only applicable to proxy security setup for the Manual Leave Adjustment application approvals

Stephanie

R-NUMBER	NAME	PHONE	EMAIL	ACTIVE	ACTIVITY DATE
« Previous Next »					
Add					

NOTE: Adjusting the proxy within the MLA app does not affect proxies assigned for leave reports and time sheets.

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

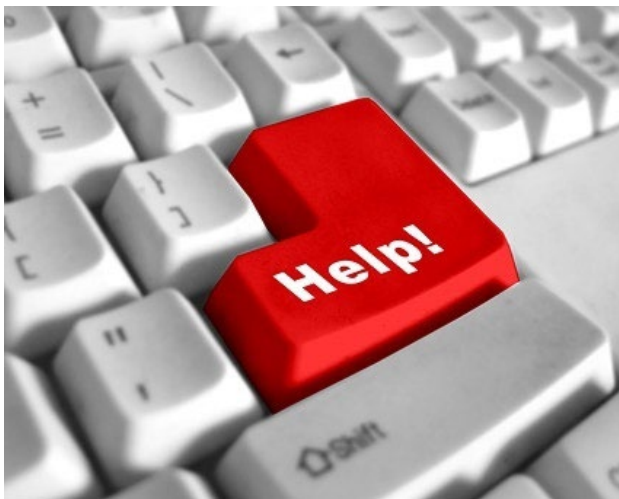


In Closing

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.