

## **Consulting and External Employment Release Time Instructions for Entering in LeaveTraq**

LeaveTraq is used to track the award and use of official release time as documented on a *System Faculty Consulting and External Professional Employment Application and Approval form* or *External Employment Application and Approval Form, AG-403*. The release time must be posted to the employee's LeaveTraq account before the employee will be able to submit a leave request for the hours.

### **Employee**

To request use of these hours, the employee enters a leave request:

- Click on the "Request Leave" tab in your personal LeaveTraq account.
- For "Leave Type," select "Leave of Absence With Pay"
- Click in the Leave Type box a second time and select "**External Employment and Consulting (Faculty)**" \*
- Add a brief description.
- Select "Save Item"
- Check the box in the Certification Statement and select "Submit for Approval."

\*The Leave Type description says "Faculty" but applies to all employee types (extension, non-faculty and faculty).

### **Departmental Leave Administrator**

Leave Administrator enters a GRANT transaction to the employee's LeaveTraq account as follows:

- Go to your Department Admin. Role in LeaveTraq
- Click on the "Transaction Entry" tab
- Enter the employee's UIN
- For the "Transaction Type," select "Grant Admin/Consulting/Sick Pool Leave (GRANT)"
- For "Leave Type," select "External Employment and Consulting (Faculty)" \*
- For "Start Date," indicate the effective date from the form or "From first day of FY." (The "End Date" is overlooked for this type of transaction entry.)
- For "Hours," indicate the number of Consulting hours granted from the approved form.
- For "Description," include the form number on file and a few words describing the approver's comments or nature of work, such as "Per AG406; Livestock judging only."
- Look at the employee's LeaveTraq account to verify a "Consulting" balance has been added.
- Scan the approved form and put in the employee's personnel file in Laserfiche.