



August 10, 2016

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: End of Fiscal Year '16 LeaveTraq Reminders

Please forward to appropriate staff (including all managers/supervisors who approve leave).

It's that time of year again to complete and update **all** LeaveTraq records as we move toward the next fiscal year. Please note the following items as FY2017 approaches:

- For budgetary reasons, **all** leave documents for FY2016 should be completed as soon as possible.
- Employees who have vacation balances that exceed the carry over limit for FY2016 will lapse into sick leave.
- LeaveTraq provides an automated process to lapse excess vacation balances at the end of the fiscal year in accordance with [System Regulation 31.03.01 – Vacation](#).

NOTE: Any lapse will affect both sick/vacation leave balances. **Two transaction entries will be required, if the automatic transactions entered by the LeaveTraq program need to be cancelled, reversed, or adjusted to correct their leave balances.**

- All leave documents should be completed, approved or cancelled by August 31st. *A rejected document is not considered to be complete and the document is still active and requires action.*
- On September 1st, you will lose the ability to process or revise leave transactions for FY 2015 (9/1/14-8/31/15).

Department Leave Administrators should:

- Go to your LeaveTraq Department Administrator role
- Click the "Pending Docs" tab
- **Change the filter from "Docs only needing Admin Review" to "All Active Docs"**
- Administratively review all pending documents ASAP.
- **Remind all Employees and Managers:** To submit documents for all leave used through August 31, 2016.
- For documents that are:
 - **"In Process"** – the employee must submit the document or cancel the document
 - **"Rejected"** – the employee must edit and resubmit the document so it can be approved.
- **Remind all Leave Managers:** To approve all pending documents for their employees ASAP and by August 31st.
- **Follow-up** to ensure that all leave documents are in a completed status prior by August 31st.

Your timely review and consideration of these matters will ensure that your employees have up-to-date accrual balances and will also provide your department with accurate fiscal year-end financial reports.

We appreciate your assistance in finalizing all leave documents prior to August 31st.

For questions, please contact: Doris Tykal, HR/Payroll Specialist at (979) 845-2361 or dmtyal@ag.tamu.edu
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