



August 15, 2016

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

SUBJECT: Leave Documents

REMINDER: In order for employees to have accurate and up-to-date leave balances, please review all pending leave documents and remind all managers to approve pending leave documents on a regular basis.

ALL LEAVE DOCUMENTS SHOULD BE IN A COMPLETED STATUS PRIOR TO EACH BIWEEKLY AND MONTHLY PAYROLL.

- 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**
- **Remind managers** to approve all pending documents for their employees prior to payroll.
- For documents that are:
 - **"In Process"** – ask the employee to submit the document ASAP for approval or cancel the document (if not applicable).
 - **"Rejected"** – ask the employee to edit and resubmit the document ASAP accordingly for approval.
 - **Follow-up** to ensure that all of your employees and managers leave documents are in a completed status on a regular basis.

Thank you for ensuring that all leave documents are in a completed status in a timely manner. We appreciate your assistance.

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

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