

LeaveTraq

LeaveTraq is the leave management system developed for the Texas A&M University System. It allows you to request leave, track the status of your leave request and check your leave balances. You may access your account from home, work or even when you travel with access to the Internet and your own private identification number/login.

Key Concepts

- [Leave Balances and Fiscal Years](#)
- [Leave Types](#)
- [Leave Transactions/Leave History](#)
- [Leave Transaction Type](#)
- [Accruals](#)
- [Balance Calculation](#)

Leave Documents/Leave Requests

- [Document Items](#)
- [Document Actions](#)
- [Document Status](#)

Role Concepts

- [Employees](#)
- [Managers](#)
- [Department/Central Administrators](#)

Frequently Asked Questions

- [Employees](#)
- [Managers](#)
- [Department/Central Administrators](#)

Employee Training

- Time Off Issues for Employees – Overview of leave and comp time policies for A&M System employees.
 - This course is available online through TrainTraq and it provides an overview of leave and comp time policies for A&M System employees.
 - Log into [SSO](#)
 - Select TrainTraq
 - Choose Search
 - Type the course name
 - Under Course Type, select “Online”
 - Click on “Search”
- LeaveTraq Powerpoint (*pending*)
 - How to log on
 - Your LeaveTraq account
 - Available Leave balances
 - How to request leave
 - Where to find policy information on the leave request screen
 - Log off and close browser
- **Supervisor Training**
- Time Off Issues for Supervisors – Leave and comp time policies for supervisors and leave coordinator
 - This course is available online through TrainTraq and it provides an overview of leave and comp time policies for A&M System employees.
 - Log into [SSO](#)
 - Select TrainTraq

- Choose Search
 - Type the course name
 - Under Course Type, select “Online”
 - Click on “Search”
- LeaveTraq Powerpoint (*pending*)
 - How to log on
 - Managers and Delegates
 - Your LeaveTraq “Manager” account
 - Leave-related Reports for Managers
 - How to Approve Leave Requests
 - Manager Email Notification Settings
 - Where to find Sick Leave definition and other leave policy information in the LeaveTraq Help Section