



Attention: Unit Contacts and Absence Partners

Please Review and Share with Managers and Biweekly Employees

Workday Release Notes: Time Tracking

All biweekly staff 50% FTE or greater must have hours equivalent to their FTE (time worked, paid or unpaid time off) each week before the option to submit their time sheet is available. Employees will not be able to submit their time sheet if they do not account for the number of hours they are required to work weekly based on their percent effort.

Both Managers AND Absence Partners are now required to approve the following time off requests in Workday. Time off requests are to be reviewed/approved to ensure employees are submitting the appropriate available leave and are paid correctly.

Death of a Family Member¹

Family Pool²

FMLA³

Investigation¹

Medical/Mental Health Care for Certain Veterans¹

Office Closure or Evacuation¹

Other Emergencies¹

Parental³

Sick Direct Donation⁴

Sick Pool⁵

State Military Emergency (Governor Call Up)⁶

Suspension with Pay⁷

Unpaid Time Off⁸

Unsafe Working or Travel Conditions¹

¹ [System Regulation 31.03.03, Leave of Absence With Pay](#)

² [System regulation 31.06.03, Family Leave Pool Administration](#)

³ [System Regulation 31.03.05, Family and Medical Leave](#)

⁴ [System Regulation 31.06.02, Sick Leave Donation](#)

⁵ [System Regulation 31.06.02, Sick Leave Pool Administration](#)

⁶ [System Regulation 31.03.06, Military Leave and Service](#)

⁷ [System Regulation 32.02.02, Discipline and Dismissal of Nonfaculty Employees](#)

⁸ [System Regulation 31.03.04, Leave of Absence Without Pay](#)

For questions, contact: Doris Tykal at doris.tykal@ag.tamu.edu or (979) 845-2361

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