

# Exempt Employees

## Paper Leave Reporting is Flying Away and Web Leave Reporting is Making Its Arrival

### Who:

- All Exempt Employees
  - Employees required to report leave when it is taken
  - Employees who do not submit timesheets of hours worked each month

### What:

- All exempt employees will report leave when it is taken using the on-line Web Leave Reporting (WLR) system

### When:

- Beginning December 1, 2008

### More Details:

- Web Leave Reporting will be accessed using
  - HSC Webraider
    - <http://webraider.ttuhs.edu>
  - TTU Raiderlink
    - <http://raiderlink.ttu.edu>
- Leave only has to be reported when it is taken
- Web Leave Report must be submitted and approved no later than 6:00 pm CT on the last day of the month following the month in which leave was taken
  - Example – Leave taken in December 2008 must be submitted and approved by January 31, 2009
- Training will be available via web video tutorials
  - Video is approximately 15 minutes
  - It can be accessed at any time
  - Please access the tutorial from the following links:
    - HSC Employees
      - [www.ttuhs.edu/hr/connectech](http://www.ttuhs.edu/hr/connectech)
    - TTU and System Employees
      - <http://www.depts.ttu.edu/afism/videoLibrary/webTimeEntryCollection/>

### Need Help:

- HSC Employees
  - Contact your local Human Resources Office
- TTU and System Employees
  - Contact Human Resources Payroll Services Department
    - (806) 742-3211
    - [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu)