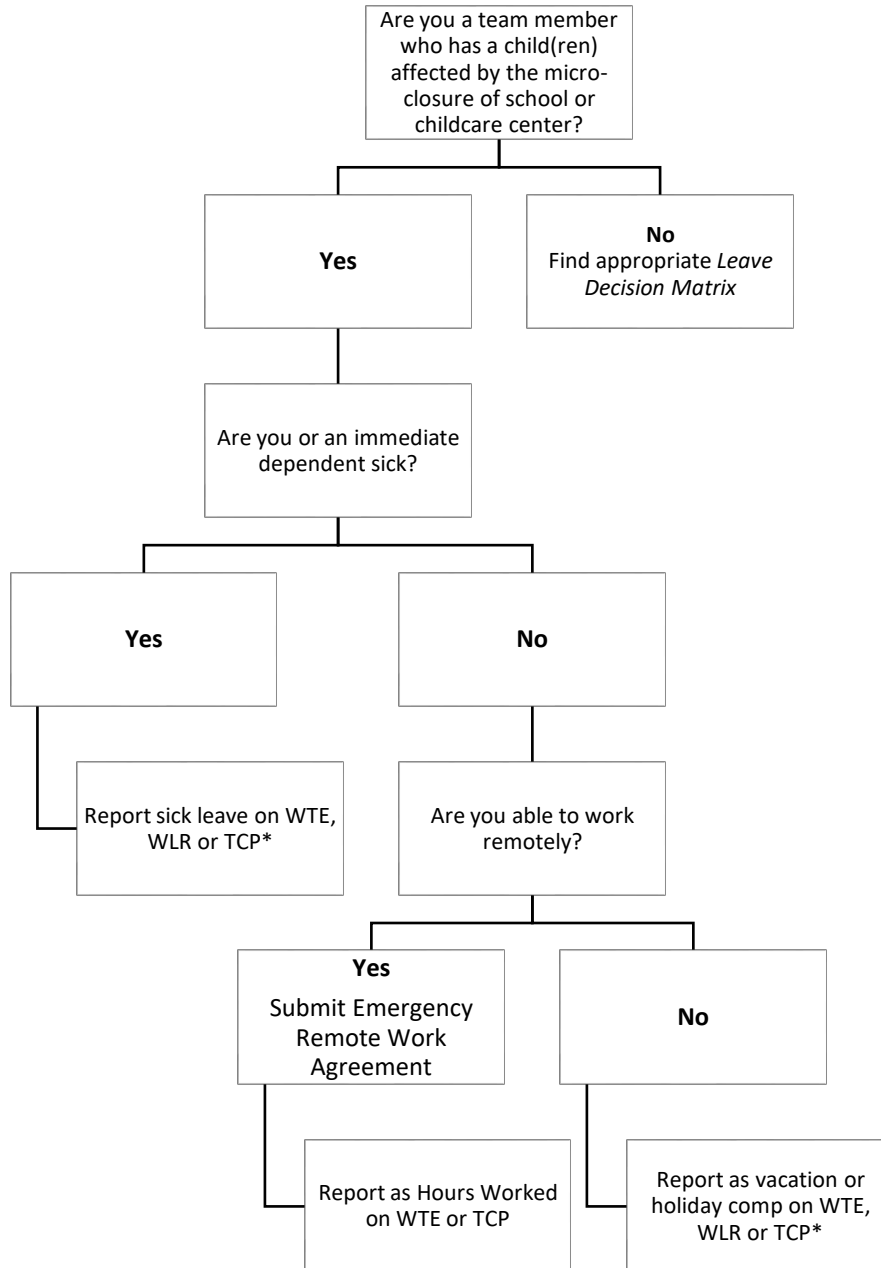


## Texas Tech University Health Sciences Center School Micro-Closure Decision Matrix



\*Once all paid leave has been exhausted, contact supervisor or local HR Director.

Campus	Campus HR Director	Email	Phone
Abilene	Joy Alsabrook	<a href="mailto:joy.alsabrook@ttuhsc.edu">joy.alsabrook@ttuhsc.edu</a>	(325)696-0458
Amarillo/Dallas	Devona Smith	<a href="mailto:amahr@ttuhsc.edu">amahr@ttuhsc.edu</a>	(806)414-9951
Lubbock	Kelly McGinnis	<a href="mailto:hrleavadmin@ttuhsc.edu">hrleavadmin@ttuhsc.edu</a>	(806)743-4210
Managed Care	Michael Anderson	<a href="mailto:mchr@ttuhsc.edu">mchr@ttuhsc.edu</a>	(806)743-3292
Permian Basin	Elizabeth Balderrama	<a href="mailto:permianbasin.hr@ttuhsc.edu">permianbasin.hr@ttuhsc.edu</a>	(432)703-5197

### Glossary of Terms:

**Remote Working Agreement:** <https://app4.ttuhsc.edu/RemoteWorkAgreement/secure/default.aspx> - Located on the SAFE ([www.ttuhsc.edu/safe](http://www.ttuhsc.edu/safe)) website under Team Member Resources.

### Time Reporting Methods:

**WTE – Web Time Entry:** *Non-exempt* team members use WTE to report hours worked and leave time taken.

**TCP – TimeClock Plus:** *Non-exempt* team members using TCP will continue to report hours through TCP.

**WLR – Web Leave Reporting:** *Exempt* team members use WLR to report leave time taken. WLR is accessed from the Employee tab on WebRaider by selecting the My Leave Reports (Exempt Employees Only) link in the My Texas Tech Information section.