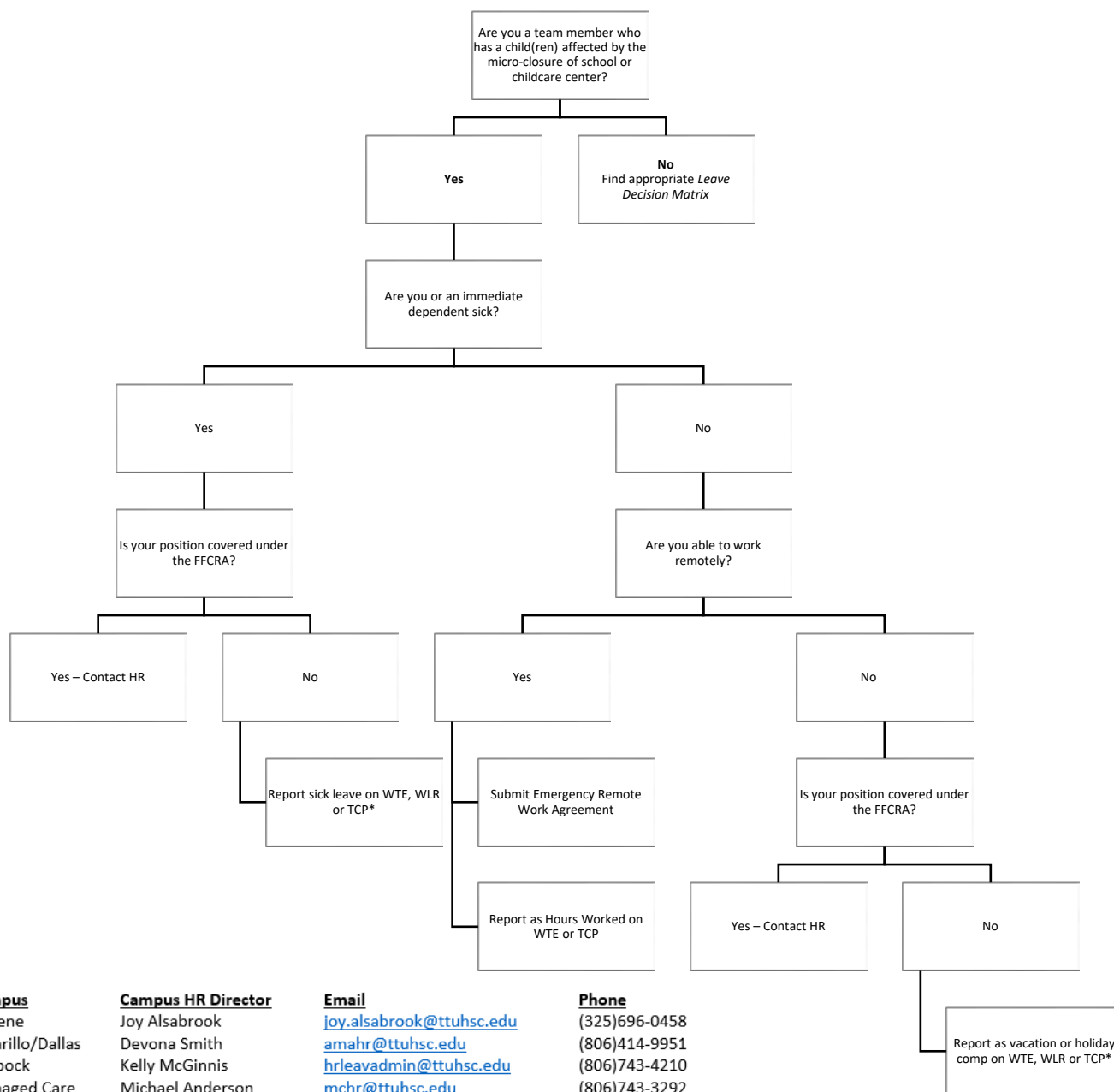


Texas Tech University Health Sciences Center School Micro-Closure Decision Matrix



Campus

Abilene
Amarillo/Dallas
Lubbock
Managed Care
Permian Basin

Campus HR Director

Joy Alsabrook
Devona Smith
Kelly McGinnis
Michael Anderson
Elizabeth Balderrama

Email

joy.alsabrook@ttuhsc.edu
amahr@ttuhsc.edu
hrleavadmin@ttuhsc.edu
mchr@ttuhsc.edu
permianbasin.hr@ttuhsc.edu

Phone

(325)696-0458
(806)414-9951
(806)743-4210
(806)743-3292
(432)703-5197

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

Glossary of Terms:

FFCRA – Families First Coronavirus Relief Act: Not all positions of the HSC are covered under the FFCRA. Please speak with your Campus HR Director to determine if your position is. If yes, go here: <https://www.ttuhsc.edu/safe/resources.aspx> Click on eligible for FFCRA and click on the appropriate application.

Remote Working Agreement: <https://app4.ttuhsc.edu/RemoteWorkAgreement/secure/default.aspx> - Located on the SAFE (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.