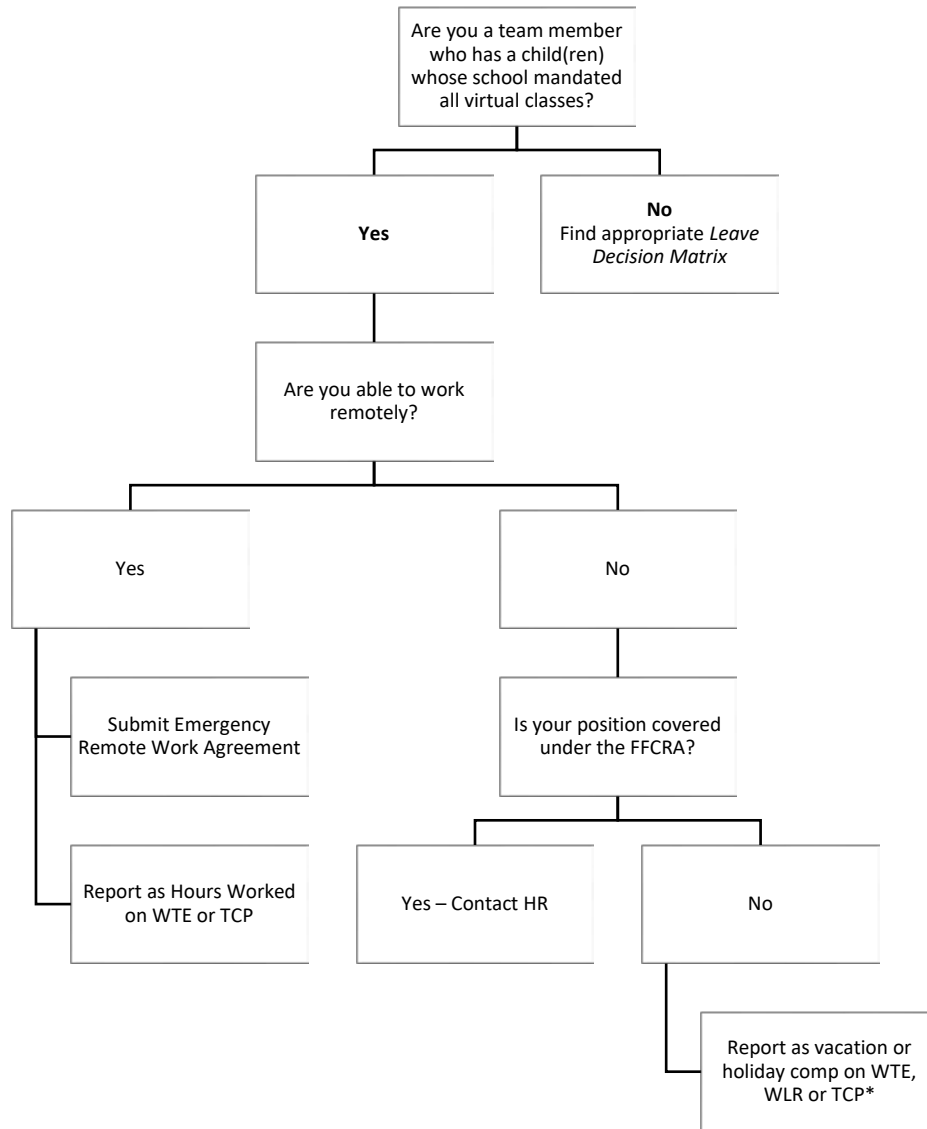


Texas Tech University Health Sciences Center School Mandated Virtual Learning Decision Matrix



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

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

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.