

FOR MANAGERS

Paid early release eligibility

The early release opportunity is applicable to vacation-eligible employees who will be able to use up to eight hours of Agency Holiday pay. Agency Holiday pay does not apply to student employees or any employee working less than 20 hours per week. Faculty do not need to adjust their timesheets in TCP.

If you have questions about early release plans or eligibility, please contact askhr@uta.edu.

If you have already approved employee leave for May 26, you will need to cancel the request and have the employee submit new leave requests following the instructions for employees (link to employee guidance).

1. In Time-Manager, Click on Tools, then Requests. The Request Manager page will populate.
2. Click on the request to be canceled, click the Manage button, then select Cancel. Alternately, right-click on the request and select Cancel in the menu.

The screenshot shows the TimeClock Plus interface for the University of Texas at Arlington. The top navigation bar includes the company name, week information (1/2/2023), and links for Message Center and Log out. The left sidebar contains navigation options: Search, My Dashboard, Hours, Schedules, Employee, Reports, and Tools. The Tools menu is expanded, showing options like Import, Export, Employee Status, Requests (with Request Manager and FMLA Case Manager sub-items), and Other Tools. The main content area displays a calendar for May 2023. A 'Manage' dropdown menu is open over a request on May 2nd, with options: Add, Detail, View in list, Delete, Approve Request Level 1, Deny, and Cancel. Red circles highlight the 'Manage' button (2), the 'Cancel' option in the menu (3), and the request entry on the calendar (1). The calendar shows several approved requests for 'Vacation - Classified E' and 'Vacation - A&P'.

If you have any questions about entering this time in TCP, please contact Knowledge Services at knowledgeservices@uta.edu.