

FOR EMPLOYEES:

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.

Entering Agency Holiday time in TCP

1. In the “Requests” tab in TCP, select “Add.”
2. Under the left Templates list, select 58-Emergency Leaves – Salaried.
3. Set 5/26/2023 as the Date requested.
4. In the “Leave Group” drop-down menu, salaried employees should select “Closure/Agency Holiday – Salary”; hourly employees should select “Closure/Agency Holiday – Hourly.”
5. Enter the appropriate number of hours and click “Save.” The number of hours entered should not exceed eight. Please ensure the request is for the time not worked.

The screenshot displays the TimeClock Plus web application. The top navigation bar shows the date and time as 5/15/2023 04:26:35 PM, along with 'My Options' and 'Log Off' buttons. The left sidebar contains navigation options: 'Dashboard', 'View', 'Requests' (highlighted with a red box), and 'Manage Time Sheet'. The main content area is titled 'View Requests' and shows a calendar view with a '+ Add' button (circled in red with a '1'). A modal window titled 'Add Employee Request' is open, showing a list of templates on the left and form fields on the right. The '58-Emergency Leaves - Salary' template is selected (circled in red with a '2'). The form fields include: 'Employee' (dropdown), 'Date requested' (5/26/2023, circled in red with a '3'), 'Start time' (1:00 PM), 'Hours' (4:00, circled in red with a '5'), 'Days' (1), 'Leave Group' (Closure/Agency Holiday-Sa, circled in red with a '4'), and 'Description' (text input). At the bottom of the modal are 'Accruals', 'Cancel', and 'Save' buttons.

Staff should discuss plans with their supervisors before entering any time in TCP.

If you already requested paid leave for May 26, and it has not been approved by your manager, please update it to include this Agency Holiday Time. If you requested time off has already been approved, please ask your manager to cancel the request.