**A T M | HUMAN RESOURCES**
**TEXAS A&M UNIVERSITY**
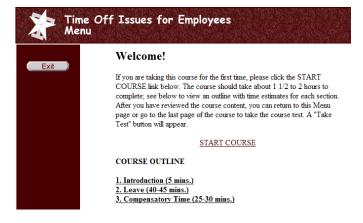
## Tutorial Instructions for "Time Off Issues for Employees"

This online tutorial provides an overview of leave and timekeeping issues.

You will learn about:

- the types of paid and unpaid leave available to A&M System employees; and
- the three types of comp time and issues related to comp time calculation and use.

**Time Off Issues for Employees Menu**

Exit

**Welcome!**

If you are taking this course for the first time, please click the START COURSE link below. The course should take about 1 1/2 to 2 hours to complete; see below to view an outline with time estimates for each section. After you have reviewed the course content, you can return to this Menu page or go to the last page of the course to take the course test. A "Take Test" button will appear.

START COURSE

**COURSE OUTLINE**

1. Introduction (5 mins.)
2. Leave (40-45 mins.)
3. Compensatory Time (25-30 mins.)

This course is primarily designed for regular employees of the Texas A&M University System. A regular employee is one that holds a position that:

- is expected to last for at least 4 ½ months at 50 percent or more effort; AND
- does not require the employee to be a student.

A separate course, titled "Time Off Issues for Supervisors", is available.

PRINT THIS PAGE FOR REFERENCE

Instructions to take the online tutorial:

1. Logon at https://sso.tamus.edu
2. On the SSO Menu, click on *TrainTraq*.
3. In TrainTraq, click on the *Search* tab.
4. On the Courses screen, in the *Course Number* field, enter *8002*. Then click the blue button labeled *Search*. The course title will be displayed below the Search button.
5. Click on the course title, *Time Off Issues for Employees.*
6. Click the blue button labeled *Start Course*.
7. Follow the online instructions.