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.

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.

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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.