

Hot Off The Press

LeaveTraq – FLSA and State Compensatory Time balances at termination

A new monthly report has been developed detailing inactive employees with an FLSA or state compensatory time balance of 0.25 or more. These reports will detail employees who have left employment and who potentially should be paid for the FLSA leave balances still existing in LeaveTraq. When the FLSA leave has been paid, a leave transaction should be entered to change the balance to zero.

This report has been developed to ensure compliance with existing federal and state law associated with compensatory time pay out on termination.

This report will be generated as part of the monthly leave accrual process.

If you have any questions, please contact LeaveHelp@tamu.edu.