TRAM
EMPLOYEES’ RESPONSIBILITY

- Exempt-Benefits Eligible Employees
- Non-Exempt Benefits Eligible Employees
- Non-Exempt Non-Benefits Eligible Employees (including student workers)

Exempt-Benefits Eligible Employees

- Responsible for creating absence request in TRAM. After the employee submits the request, the TA or PA is able to evaluate it under Manager Self-Service
- The absence request cannot be modified once it is submitted. An absence request is only able to be modified if the TA or PA pushes it back
- The Absence Request is approved once the TA or PA approves it; it does not require additional approvals

Non-Exempt Benefit Eligible Employees

- Responsible for submitting Absence Request
- Responsible for punching in via
  - Web Clock
  - TCD (Time Collection Device)
    - Only one method can be used by an employee
- Exceptions will be generated for the following reasons:
  - Missed punch
  - Arrival (first punch) is late (There is a 7 minute grace period)
  - Lunch is greater than 2 hours
- Overtime is to be approved by a manager in advance by the employee’s supervisor

Non-Exempt Non-Benefits Eligible Employees (including student workers)

- Responsible for punching in via
- Web Clock
  - TCD (Time Collection Device)
- Exceptions will be generated for the following reason:
  - Missed punch
- Responsible for punching in via
  - Web Clock
  - TCD (Time Collection Device)

**Non-Exempt Employees with Multiple Job Records**
- When punching in, a menu will appear with the Empl Record and Title based on job data
- The employee will be responsible for selecting the correct Empl Record