• PAYROLL SERVICES
  o MONTHLY & BIWEEKLY PAYROLLS
  o LEAVETRAQ
  o STATE SERVICE
  o LONGEVITY
  o TIMETRAQ
  o TAX WITHHOLDING
  o GARNISHMENTS
  o W-2s
Remember to log off the SSO system and close your browser before leaving your computer to prevent unauthorized persons from accessing your account. You can do this by clicking on the "Logoff" button at the top right of the page.

Important Notification: Employees of The Texas A&M University System continue to be targeted in "phishing" schemes by parties wishing to gain access to the A&M System's secure applications and your personal information.

To prevent giving unauthorized persons access to your personal information, please verify the address and the certificate of the site before entering your userid and password. Be wary of any unfamiliar email that takes you to a site that requests your password. View a list of sites authorized to collect your SSO userid/password.

Visit the SSO news page for more information, to learn more about how to protect your web accounts from phishing, and to view a sample phishing email.

Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method. After logging in, you will be presented with a list of applications for which you may be authorized.

If you are unsure of your password, choose one of the options below the Submit button, or contact your HR departmental representative or your central HR office.

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.
31.03.02  Sick Leave

3.3 An employee who is the parent of a child who is a student attending a grade from prekindergarten through 12th grade may use up to eight hours of sick leave each fiscal year to attend educational activities of his or her children. A parent in this section means a person standing in parental relation. Educational activity means a school-sponsored activity, including a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom program, a school committee meeting, an academic competition, and an athletic, music or theater program. The employee must provide reasonable advance notice of need for this leave.
Birthday Leave Procedures

The following provisions apply:

- Must be employed six months prior to birthday.
- Full-time staff is granted 8 hours of leave with pay.
- The time off may be taken on any one day within an employee's birth month as long as the absence is approved by the employee's supervisor prior to the day off.
- Also, if due to workload the employee is unable to take a day off during their birth month, the supervisor may authorize it to be carried over to the next month; this is an exception, not the standard.