

4.5.2.a.p (formerly III. U. 6. a.) **Central Georgia Technical College Online Leave System Procedures**



CGTC utilizes the State of Georgia Employee Self Service Time and Labor modules to manage and document employee leave accrual and usage. Employees working in a position eligible to accrue leave, as defined in TCSG Procedure: 4.5.2p4. Annual, Sick, and Personal Leave, will submit all requests for paid leave (i.e. sick, annual, personal, etc.) and unpaid leave occurring during the employee's scheduled work hours through the Time and Labor system for review and approval/denial by the direct supervisor. The Employee Self Service portal is located at <https://teamworks.georgia.gov>, and is accessible 24/7/365 (except for occasional scheduled maintenance by State Accounting Office) on any electronic device with internet access. Employee will access the portal using their assigned employee identification number and personal generated password, and by selecting: Main Menu -> Self Service -> Time Reporting -> Report Time -> Timesheet.

The Time and Labor online request system does not replace the communication, verbal or written, between the employee and supervisor of the employee's need to be absence during scheduled work hours. Employees should communicate with their supervisor the need to take leave in advance of submitting a Time and Labor online leave request. Supervisors will make decisions to approve/deny requests based on factors such as overall employee department scheduling and department needs.

Procedures for Time and Labor leave entries are provided on the CGTC INet -> Department Links -> Human Resources -> Time and Labor.

References:

TCSG State Board Policy 4.5.2p4. Annual, Sick and Personal Leave

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

Rules 18 of the State Personnel Board