University of Houston ◢ Clear Lake
Human Resources

TRAM Employee Responsibilities

TRAM is an automated and updated application for capturing and processing time and leave. All employees have a role in TRAM, including:

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

Exempt-Benefits Eligible Employees

- Responsible for submitting absence requests in TRAM. After the employee submits the request, the Time Approver is able to evaluate it under Manager Self-Service.
- Absence requests include vacation, sick time, and College or Fitness Release Time.

Non-Exempt Benefits Eligible Employees
- Responsible for submitting Absence Requests. Absence requests include vacation, sick time, comp time @1.5 or 1.0, and College or Fitness Release Time.
- Responsible for punching in via Web Clock in PeopleSoft, or the mounted iPads on campus (FMC employees).
- The only approved method to clock in and out is using the Webclock in PeopleSoft (clocking in and out from a mobile device is only approved when employees are working at an off-campus event) – prior approval from the Manager is required. The TRAM system identifies the method in which an employee clocks-in and out.
- If an employee has a high exception, they are to reach out to their managers and ask that they correct the punch discrepancies asap.
- 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 must be approved by a manager in advance by the employee's supervisor.
- **Mobile punch is not to be used for recording your working hours**. Unless the employee is asked to travel outside the campus as part of their work requirement, the manager has also given authorization in advance.

Non-Exempt Non-Benefits Eligible Employees (including student workers)
- Responsible for punching in via Web Clock in PeopleSoft, or the mounted iPads on campus (FMC employees).
- The only approved method to clock in and out is using the Webclock in PeopleSoft (clocking in and out from a mobile device is only approved when employees are working at an off-campus event) – prior approval from the Manager is required. The TRAM system identifies the method in which an employee clocks-in and out.
- Exceptions will be generated for missed punches.

Non-Exempt Employees with Multiple Job Records

- When punching in, a menu will appear with the Employee Record and Title based on job data.
- The employee will be responsible for selecting the correct Employee Record.