



Powered by ITS

User Documentation

V 0.11 (Production)

Updated 06/2007

Upon the campus-wide implementation of the PLARP application in 2003, all professional leave requests became electronic and are submitted as such via PLARP.

This document is intended to serve both as a practical overview and a comprehensive manual of instruction for the use of TMCC's PLARP application. Note: for security reasons there may be data inconsistencies in this document. This is merely a visual demonstration.

TMCC's ITS Team developed PLARP internally by mandate of the Administrative Computing Committee. PLARP is the institution's only endorsed and supported grade professional leave submission and accounting utility.

It is important that users note that this program is intended to enforce the existing procedures established by the State regarding Professional Leave. PLARP does not take the place of those procedures but rather, formerly paper based tasks electronically. PLARP's primary function is to provide you a safe, secure and uniform method of electronically requesting and tracking your leave.

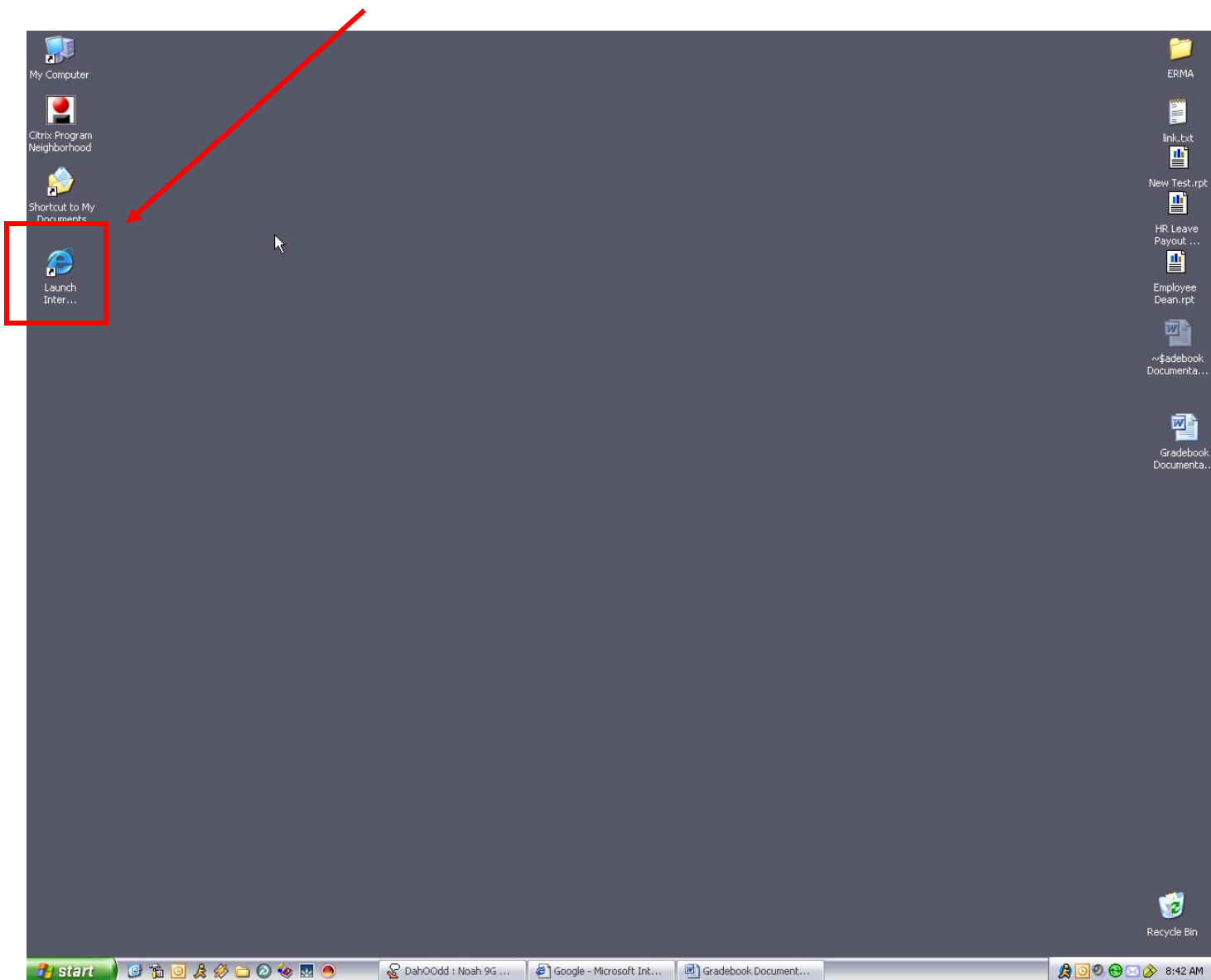
PLARP is a web-based application designed to gather, track and maintain accurate professional employee leave balances. There is a complex back end to the program utilized by HR personnel to keep leave balances accurate and up to date; however, this documentation will cover the use of the web-based user portion of the application.

Contents:

- 1. Log into PLARP**
- 2. Complete the Online Leave Request Form**
- 3. Receive / Review Confirmation Emails**
- 4. Additional Items**
- 5. Assistance**

First off, you will need to know how to navigate to and login to PLARP. The first portion of the documentation will walk you through this process.

Begin by launching **Internet Explorer** from your PC Desktop.



Once you have your browser window open, navigate to the TMCC Faculty & Staff page. You can get there by clicking the **Faculty & Staff** link near the bottom of the TMCC home page, or by clicking [here](#).

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Once on the Faculty Staff page, click the **Professional Leave Request Form** link.

The screenshot shows the TMCC Faculty and Staff page. At the top, there is a navigation bar with links for Current Students, Future Students, College Resources, Business Solutions, Search..., and TMCC Home. Below this is a banner image with the TMCC logo and the text "TMCC Faculty and Staff". To the right of the banner are icons for Print Page, E-mail Page, and Viewing Options. Below the banner are five main navigation buttons: TMCC Applications, e-Newsletters, Check E-mail, View Calendar, and Phone Directory. The page is divided into three columns: TMCC QuickLinks, Forms, and Computing. The "Forms" column contains a list of links, with "Professional Leave Request Form" highlighted by a red box. A red arrow points from the top of the page down to this link.

TMCC QuickLinks

- [Applications Development](#)
- [El Cord Child Care Center](#)
- [Center for Teaching and Learning](#)
- [Class Schedules \(TMCC\)](#)
- [Classified Council](#)
- [Controller's Office](#)
- [Department Phone Directory](#)
- [Employee Benefits](#)
- [Employment Opportunities](#)
- [Equity and Diversity Office](#)
- [Event Calendar](#)

Forms

- [All TMCC Documents and Forms](#)
- [Academic Lab Software Request](#)
- [Classified Employee of the Month Nomination Form](#)
- [e-Newsletter Item Submission Form](#)
- [Network/E-mail/Citrix/SIS Account Application](#)
- [Professional Leave Request Form](#)
- [Purchasing Department Forms \(NSHE\)](#)
- [Referral Form](#)
- [TMCC Rental Car Information](#)

Computing

- [DARS Web Login](#)
- [Employee Self-Service Login](#)
- [Help Desk \(TMCC\)](#)
- [Information Security and Privacy](#)
- [LISTSERV \(TMCC\)](#)
- [MyTMCC Faculty/Staff Portal](#)
- [Networking and Telecommunications Information](#)
- [Personal Computer Purchase](#)
- [SCS Host On Demand](#)
- [SCS Web-based E-mail Login](#)

Let's get started. For instructional purposes, we will walk through the process step by step.

1. Log into PLARP:

Leave Request Form for Professional Employees - Login

To access this form, you must be registered as a **professional** TMCC employee. Please enter your last name and employe ID number to login.

Once logged in, you may request leave and check your leave balances and history.



Your Last Name:

Employee ID Number: [Forgot Your Emp ID?](#)



Login Now

Enter your Last Name and Employee ID Number in the corresponding fields and click the "Login Now" button.

2. Complete the Online Leave Request Form:

You may have noticed that all of the pertinent demographic information such as Name, Emp ID, and Position to name a few, have been pre-populated for you.

- The **variable work-schedule** section. This does not apply to the vast majority of us. If this section applies to you, simply click “yes” and populate the “hours per week” and “days per week” sections.
- **Charging Your Leave.** It is this portion that directs HR how to charge your leave. PLARP is designed to assist you in selecting the proper type of leave for various situations. Of course, most leave requests are simple. We know that if we are going to Hawaii for pleasure that we need to take annual leave. Additionally, we know not to charge leave as annual if we’re home with the flu and have sick leave available. However, there may be instances wherein we’re not exactly sure what type of leave to charge, i.e. Family Sick, FMLA sick, FMLA Family sick, Military, or even Leave Without Pay.

Charge my leave as follows:
(select only one)

[Click here for instructions on choosing your selection](#)

- Annual Leave (Submit in Advance)
- Sick Leave: Self Sick
- Sick Leave: Family Illness/Death
- FMLA - Family and Medical Leave Act (* [More information on FMLA](#))**
 - FMLA: Sick Leave
 - FMLA: Annual Leave
 - FMLA: Leave Without Pay
- Leave Without Pay (Submit [LWOP Form.](#))
- Administrator Teaching (I request hours annual leave.)
- Other (Military, Court, Administrative leave, please explain below:)

PLARP provides you with a quick reference to some of the official Federal, State and HR verbiage. To view this documentation, simply click this link in the “Charge my leave as follows” section.

- Next, the “**Time Requested Off**” section.

Time Requested Off:
Enter dates and total days off.

To enter dates, click the calendar icon next to the text field box and select your date.

Start date: End date:

Totaling: FULL workday(s) and/or HALF workday(s).

This is fairly self-explanatory. Provide the dates that you are requesting and the total days those dates amount to. See the top of the next page to learn how the full-day half-day system works:

**** If you work **more** than **4** hours in a day, submit no leave to this system.*

*If you work **less** than **4** hours in a day, submit leave to be charged for a half day.*

If you do not or will not be reporting for work, submit a leave request for a full day.

If your FTE does not equal 1.00 (100%), pro-rate the leave request according to your FTE using the same guidelines above.

For example, 50% FTE, full day = 4 hours, ½ day = 2 hours.

That's it for the form. Once you feel confident that you have filled everything out correctly, just click the "Submit Leave Request" button.

By pressing submit, you are verifying that all of the information provided above is true, correct and complete.

Press submit only once!

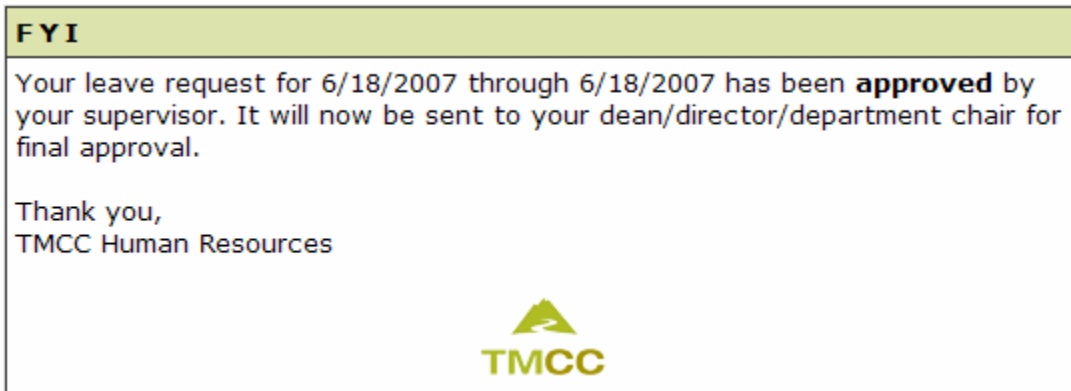
Submit Leave Request!

With that, your portion of the request is finished!

How do I know if my request was **approved** or **denied**? Read on...

3. Receive / Review Confirmation Emails.

When you complete the above process and submit your online leave request, a multiple step process is initiated. An email is generated and sent to your appointing authority containing a link to a review page with the leave parameters that you have requested. The appointing authority may then either approve or deny your request. Regardless of whether or not your request is approved or declined, when your appointing authority clicks the "Submit" button, you will receive an email notifying you as to what has transpired.



Or the less popular...



Following your Supervisor's actions, HR is electronically notified of the request and may also approve or deny the request for varying reasons. As HR either approves or declines your request, you will receive email notifications similar to those above.

At this point you have done everything that you need to do and you know where you and your leave request stand.

4. Additional Items:

- As PLARP is an HR practice, all Auto-generated email within the PLARP process will show in the “from” line as being sent from humanresources@tmcc.edu . Again, these confirmation emails are auto-generated by the PLARP application. You may however direct leave questions and concerns to the Human Resources office .
- Because PLARP accounts for leave using a debit type system and we must close out balances at the end of each month, if you submit a leave request that spans two different months i.e. June 30 – July 2, a leave request must be filled out for each portion falling in separate months. The above example would result in a request for one day in June and a request for two days in July. Contact HR if you have any questions.
- Naturally, it is always beneficial to request your leave as far in advance as possible, however, if your appointing authority is not available and you need to request leave you may do one of the following:
 - Wait until your appointing authority returns.
 - Fill out the request as normal and then contact ITS and ask that your request be forwarded to the next authority in your chain of command. Only ITS can perform this function for you.

If you are an appointing authority and you are going to be absent for an extended period, please contact Information Technology Services and advise the department as to where you would like to have leave requests directed.

5. Assistance:

Should you have any questions regarding the use of the PLARP application, please contact the IT Helpdesk anytime:

IT Helpdesk
helpdesk@tmcc.edu
673-7800

If you have questions regarding professional leave policy and procedure, contact Nicole Scollard in Human Resources:

Human Resources
humanresources@tmcc.edu
674-7168