

Are you reaching the limit of vacation accrual? Remember, if at the end of August, your vacation balance is over the fiscal year maximum according to your years of service (see table below) those hours will be transferred to your sick leave balance. Check your leave balances by accessing Webraider portal at <http://webraider.ttuhscc.edu> , clicking on the HSC Employee tab, clicking on My Leave Balances. Please meet with your supervisor to plan any vacation time off to reduce your balance.

| Total State Employment of | Per Month | Forward to Next FY |
|-----------------------------------|-----------|--------------------|
| 0 but less than 2 years | 8 | 180 |
| At least 2 but less than 5 yrs. | 9 | 244 |
| At least 5 but less than 10 yrs. | 10 | 268 |
| At least 10 but less than 15 yrs. | 11 | 292 |
| At least 15 but less than 20 yrs. | 13 | 340 |
| At least 20 but less than 25 yrs. | 15 | 388 |
| At least 25 but less than 30 yrs. | 17 | 436 |
| At least 30 but less than 35 yrs. | 19 | 484 |
| At least 35 years or more | 21 | 532 |



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- Employee Dashboard (Personal, Employment, Pay Information, Earnings Statements)
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Payroll & Tax Resources