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

Non-Exempt Benefit Eligible Employees

- Responsible for submitting Absence Requests.
- Responsible for punching in via Web Clock or TCD (Time Collection Device). Only one clock in method can be used by an employee.
- 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.

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

- Responsible for punching in via Web Clock.
- Exceptions will be generated for missed punch.

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.