Good afternoon, Amy Alexander!
PROCUREMENT

Good afternoon, Amy Alexander!

Me  My Team  Procurement

Apps

- Purchase Requisitions
- My Receipts
## EXEMPT LEAVE ACCRUALS

### Maintain Absence Records

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer</th>
<th>Absence Type</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/2019 - 9/10/2019</td>
<td>Baylor University(74-1159753)</td>
<td>Vacation</td>
<td>☒</td>
</tr>
<tr>
<td>8/15/2019 - 8/15/2019</td>
<td>Baylor University(74-1159753)</td>
<td>Vacation</td>
<td>☒</td>
</tr>
<tr>
<td>3/12/2019 - 3/12/2019</td>
<td>Baylor University(74-1159753)</td>
<td>Sick</td>
<td>☒</td>
</tr>
</tbody>
</table>

### Plan Balances

<table>
<thead>
<tr>
<th>Plan</th>
<th>Type</th>
<th>Balance Calculation Date</th>
<th>Balance</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>Accrual</td>
<td>1/12/2019</td>
<td>150 Hours</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>Accrual</td>
<td>1/12/2019</td>
<td>160 Hours</td>
<td></td>
</tr>
</tbody>
</table>
ONBOARDING CHECKLIST

Hello and welcome! Fill out!

1. Day 1 Checklist

20% Required Tasks Completed

1/5

Tasks to Finish

Due By 3/15/2019

REQUIRED
Complete your W4 form (see notes)

Notes
Mark as Complete

REQUIRED
Set up Direct Deposit

Notes
Mark as Complete

REQUIRED
Voluntary Self Identify Race

Notes
Mark as Complete

REQUIRED
Review Skills and Qualifications

Notes
Mark as Complete
DIRECT DEPOSIT

My Payment Methods

* What do you want to call this payment method?
  ba_dd

* Payment Type
  Direct Deposit

* Account Number: 123456789

* Account Type: Checking

* Routing Number: 021000021