



Centralized Accounting and Payroll/Personnel System

# Annual Emergency Leave Reporting

# Emergency Leave Reporting Overview

Each state agency and institution of higher education is required to annually report emergency leave to the Comptroller's office for each employee that was granted **more than 32 hours** in the prior fiscal year.

- Emergency leave is any leave granted to an employee, in accordance with Texas Government Code, Section 661.902.
- See [Emergency Leave Reporting Requirements \(FPP F.040\)](#) on FMX for more information.

# Emergency Leave Types

- Types of ***Emergency Leave*** include:
  - Emergency Death (EMGDT)
  - Emergency Facility Closure (EMGFT)
  - Emergency Weather Closure (EMGWT)
  - Agency Holidays (AGYHY)
  - Emergency Fitness (FTNST)
  - Emergency COVID19 (EMGCV)
  - Emergency Other (EMGNY)
  - Special Leave (SPECT)
- For ***Emergency Other*** (EMGNY) hours only, an **explanation must be included** in the comments field of the employee's timesheet.

# How to Prepare for Emergency Leave Reporting

- It is highly recommended to prepare for emergency leave reporting in advance.
- What's needed in order to prepare?
  - Ensure the appropriate users have access to the **Emergency Leave Reporting** web application.
  - Time and Labor SuperUsers are advised to run the **TX\_TL\_SB73\_EMERGENCY\_LEAVE\_RPT** query or the **TRCs by Date** report to identify emergency leave used across their agency, then audit the results for accuracy and make timesheet updates as needed.

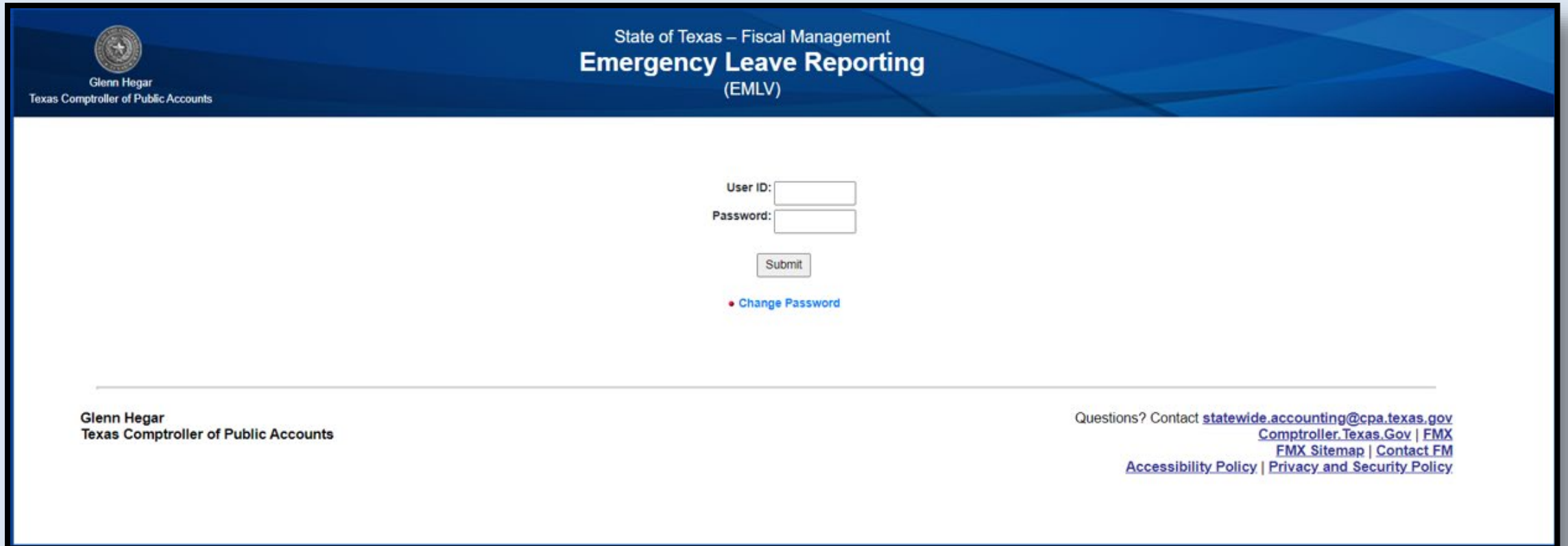


## Helpful Tip!

*Cleaning and validating emergency leave data can be time consuming. Preparing in advance will greatly help with meeting the report due date.*

# Emergency Leave Reporting Web Application

In order to meet statutory requirements for the Comptroller's office, each agency and institution of higher education must use the **Emergency Leave Reporting** web application to certify its emergency leave report.



The screenshot shows the login interface for the Emergency Leave Reporting (EMLV) web application. The header is dark blue with the State of Texas seal and the text "State of Texas – Fiscal Management Emergency Leave Reporting (EMLV)". The main content area is white and contains a login form with fields for "User ID:" and "Password:", a "Submit" button, and a "Change Password" link. The footer includes contact information for Glenn Hegar, Texas Comptroller of Public Accounts, and links for "Questions?", "statewide.accounting@cpa.texas.gov", "Comptroller.Texas.Gov", "FMX", "FMX Sitemap", "Contact FM", "Accessibility Policy", and "Privacy and Security Policy".

State of Texas – Fiscal Management  
**Emergency Leave Reporting**  
(EMLV)

User ID:   
Password:

Submit

[Change Password](#)

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Glenn Hegar  
Texas Comptroller of Public Accounts

Questions? Contact [statewide.accounting@cpa.texas.gov](mailto:statewide.accounting@cpa.texas.gov)  
[Comptroller.Texas.Gov](http://Comptroller.Texas.Gov) | [FMX](#)  
[FMX Sitemap](#) | [Contact FM](#)  
[Accessibility Policy](#) | [Privacy and Security Policy](#)

# Access to the Emergency Leave Reporting Web Application

- In advance, appropriate users must be designated by the agency and granted access to the **Emergency Leave Reporting** web application.
- Users who were granted access to the web application in the past should confirm their access is current and active.
  - Access could be revoked due to lack of use.
  - If a mainframe password reset is needed, call the CPA Help Desk at **512-463-4357**.
  - For new users, access must be requested by the agency's security coordinator (ASC).

**Note:** It may take 2-3 days to process access requests for new users.



## Helpful Tip!

***Note to ASCs:** The Emergency Leave Reporting application is listed under the **Web Application** section of the **Security Request** form.*

# Actions & Deadlines

- CAPPs Production Support staff will load each agency's emergency leave information to the emergency leave reporting web application on **Sept. 23**.
- Agencies are advised to validate their emergency leave data **before** it is uploaded on Sept. 23.
  - Data uploaded to the Emergency Leave Reporting web application is the same as the **TX\_TL\_SB73\_EMERGENCY\_LEAVE\_RPT** query.
- **Oct. 1** is the **due date** to certify emergency leave via the web application.



## Helpful Tip!

*For agencies that deployed CAPPs in July 2022, emergency leave data was transferred from the agency's previous timekeeping system to CAPPs during deployment and the emergency leave reporting procedure is the same.*

# What if Corrections are Needed on the Timesheet or Report?

- If an agency makes timesheet corrections after the report is loaded to the web application:
  - Open an ASP Service Request (SR) to request the data to be reloaded to the web app
- If timesheet corrections are needed after the data has been certified:
  - Open an ASP Service Request (SR) to backtrack the certification and reload emergency leave data to the web application.
  - CAPPS Production Support will reload the data to be recertified.



## Helpful Tip!

*If certification is completed before the data is uploaded to the web application on Sept. 23, the uploaded data must be certified again by the Oct. 1 deadline.*





**Thank You!**

**CAPPS HR/Payroll Support Staff**