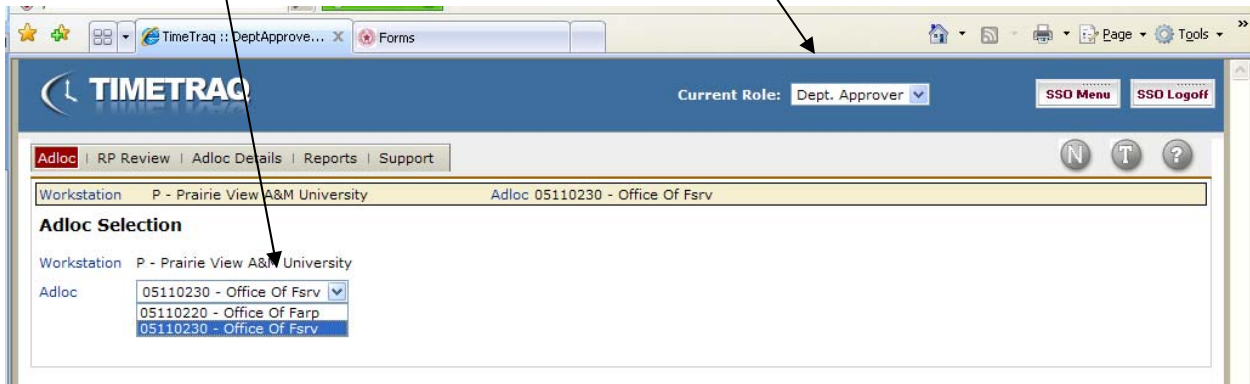


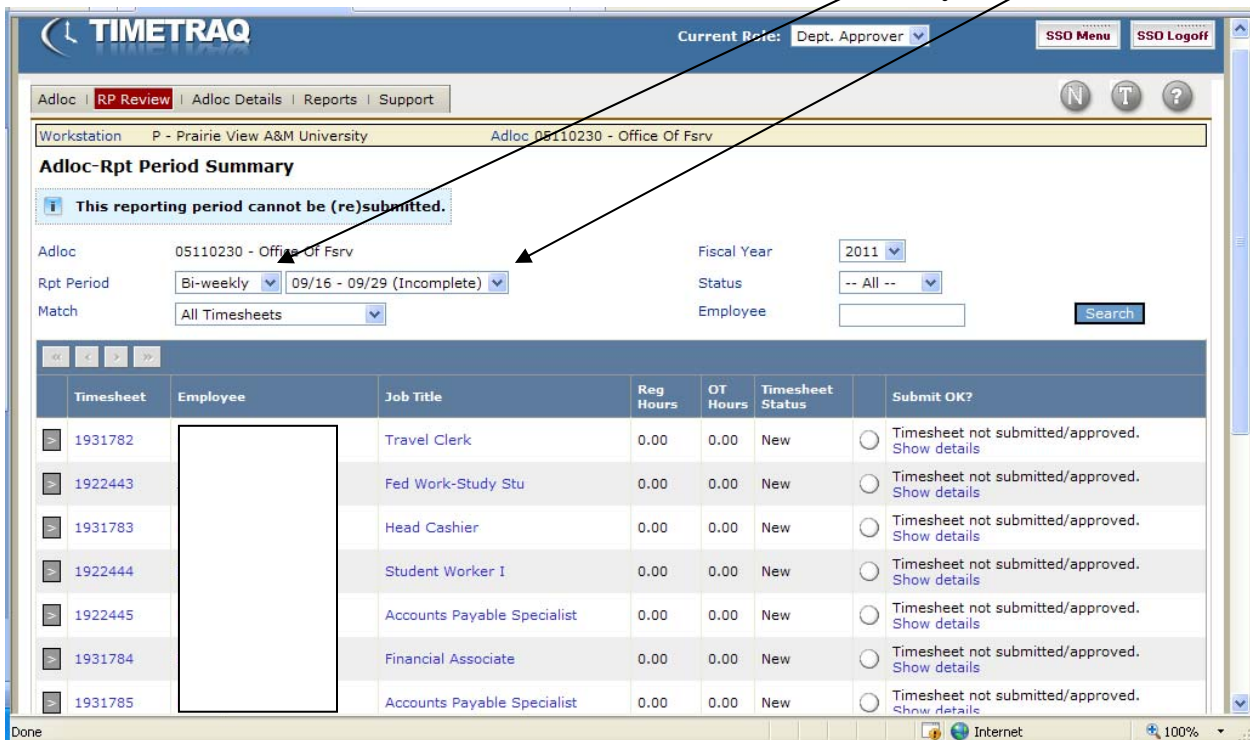
## Time Traq Adlocs – Who are my employees on Time Traq?

To review who are the employees under your adloc(s) please sign on to Time Traq and change your Current Role: Dept. Approver:

Select the adloc you wish to review: (not everyone will have more than one adloc)



Click on RP Review (make sure the RPT Period is for Biweekly, the current date)



The list will include student workers, wage employees and budgeted nonexempt employees. Be sure and scroll down and see if you have more than one page to review.

Please review the list to make sure all your adloc employees are listed. If someone is missing:

- First check to see if there is an EPA in routing using Canopy  
<http://www.tamus.edu/offices/famis/bcscanopy/>
  - If still in routing, you may wish to contact the person who has the EPA document in the inbox
  - If EPA is completed, please contact Payroll Services [payroll@pvamu.edu](mailto:payroll@pvamu.edu) and request they manual activate timesheet in Time Traq for the employee. Example of email:

*Re: Jane Doe adloc 0511111*

*Jane is a new employee, the EPA has completed approval routing, but is not in Time Traq. Please manually activate her timesheet in Time Traq.*

- If the EPA has not completed routing , Payroll Services cannot manually activate the timesheet
- For all new employees, your Department Administrator for Leave Traq is to go into Leave Traq and assign the new employee to a manager.
  - This manager will be the same manager for Leave and Time Traq
  - Please make sure your department administrator for Leave Traq has completed this task
- If EPA routing is not the issue, then contact Payroll Services for help [payroll@pvamu.edu](mailto:payroll@pvamu.edu)