**TimeTraq – Supervisor Instructions**

TimeTraq is the new web-based system which will provide an easy-to-use method for employees and managers to enter, submit, and approve timesheets electronically. Paper timesheets will no longer be submitted. Effective immediately, your employees will submit hours worked through TimeTraq. The following instructions are provided to guide you, the supervisor, through the approval process.

TimeTraq is accessed through Single Sign On at [https://sso.tamu.edu/](https://sso.tamu.edu/). If you have not used Single Sign On before click *New Employees – Set up your password*, and follow instructions

TimeTraq will appear on your Single Sign On Menu.

Click on TimeTraq

The screen that appears will be your TimeTraq ‘Inbox’ and list all Timesheets needing your approval.

![Screen with TimeTraq inbox](image)

**Manager Inbox**

<table>
<thead>
<tr>
<th>Timesheet ID</th>
<th>Emp. Name</th>
<th>Start Dt.</th>
<th>End Dt.</th>
<th>Status</th>
<th>OT/Hrs</th>
<th>Approved By</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>202</td>
<td>Mohnenmayer, Daniel L</td>
<td>02/09/2006</td>
<td>02/22/2006</td>
<td>Submitted</td>
<td>36.00 / 0</td>
<td>Approve</td>
<td>2/22/2006 11:10 30 AM</td>
</tr>
<tr>
<td>277</td>
<td>Dow, Margaret S</td>
<td>02/09/2006</td>
<td>02/22/2006</td>
<td>Submitted</td>
<td>00.00 / 0</td>
<td>Approve</td>
<td>2/22/2006 08:15 AM</td>
</tr>
</tbody>
</table>

**Timesheet Overview**

- **To view daily work activity** click on Work Events
- **Hours submitted for pay period**
- **Quick Approve button**

**Action Buttons**

- **Approve**
- **Reject**
- **Cancel Timesheet**
- **Edit**
- **Recall**

**Quick Links:**

- **General Hours**
  - Regular Work Hrs: 50.59
  - Leave Hrs: 22.59
  - Holiday Hrs: 0.00
  - Unpaid Hrs: 0.00

- **Weekly Time**
  - State OT Paid: 0.00
  - State OT Banked: 0.50
  - FLSA OT Paid: 0.00
  - FLSA OT Banked: 0.00

**Approval**

- Current Approver: Lewis, Lena C
- As Of Date: 2/22/2006 12:14:18 PM

**Leave must be entered in LeaveTraq first, but then it is fed directly to TimeTraq**

**As Supervisor you can open and edit a timesheet if employee is not available**
Work Events shows daily activity including Hours Worked, Leave, Holiday, and Unpaid Leave

<table>
<thead>
<tr>
<th>Date</th>
<th>Regular Work</th>
<th>Call Back</th>
<th>Leave (Paid)</th>
<th>Holiday</th>
<th>Total Hours</th>
<th>On Call</th>
<th>Leave (Unpaid)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, Feb 9</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fri, Feb 10</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sat, Feb 11</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sun, Feb 12</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mon, Feb 13</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Tue, Feb 14</td>
<td>4.00</td>
<td>0.00</td>
<td>4.00</td>
<td>0.00</td>
<td>4.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Wed, Feb 15</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>8.00</td>
<td>0.00</td>
<td>12.00</td>
<td>0.00</td>
<td>12.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Timesheet may be approved at any point by clicking the green APPROVE tab.

Out of the office a lot? Set up a Delegate to approve timesheets in your absence.

Set up your own personal Preferences.

If you have additional questions or problems contact PVAMU Payroll Services at 936-261-1904.