

Time/Leave Traq Setting Preferences as an Employee and/or Manager

Time Traq and Leave Traq allow the user to set their preferences regarding notifications for Leave and Timesheets.

Leave Traq:

Employee and/or Manager

Make sure your role is set to Employee

Click on Profile

The screenshot displays the LEAVETRAQ web application. At the top, there is a navigation bar with the LEAVETRAQ logo and a 'CHANGE ROLE' dropdown menu currently set to 'Employee'. Below this is a secondary navigation menu with options: Leave Balance, Request Leave, Documents, History, Profile, Reports, and Support. The 'Profile' option is highlighted with an arrow from the text 'Click on Profile'. The main content area shows user information (Name, Title) and a 'Show Details' button. To the right, it displays 'Local Time' and 'Last Logon' as 09/16/2010 01:22 PM. Below this is the 'Leave Balance' section, which includes a dropdown for 'Select Fiscal Year' set to 2011 and a note 'Found 2 records'. A table follows with columns for Details, Type, Fiscal Year, Begin Balance, Additions, and Deductions (Approved, Pending, Future), along with a 'Current Bal*' column. Two rows are shown: one for SICK leave and one for VACATION leave. A footnote states '* Current Balance is not reduced by future deductions.' The footer contains contact information for Business Computing Services at The Texas A&M University System, including a privacy statement and version information.

| Details | Type | Fiscal Year | Begin Balance | Additions | Deductions | | | Current Bal* |
|---------|----------|-------------|---------------|-----------|------------|---------|--------|--------------|
| | | | | | Approved | Pending | Future | |
| Select | SICK | 2011 | 113.15 | 8.00 | 0.00 | 0.00 | 0.00 | 121.15 |
| Select | VACATION | 2011 | 125.00 | 17.00 | -12.00 | 0.00 | 0.00 | 130.00 |

Set your preferences as indicated below and then SAVE

The screenshot shows the LEAVETRAQ 'Maintain Email Notification Preferences' page. The page includes a navigation bar with 'Leave Balance', 'Request Leave', 'Documents', 'History', 'Profile', 'Reports', and 'Support'. A 'Profile' tab is active. The user's name and title are redacted. A 'Show Details' button is present. A 'Local Time' and 'Last Logon' section shows the date and time as 09/16/2010 01:29 PM. A blue banner indicates 'Update Successful!'. The main content area is titled 'Maintain Email Notification Preferences' and contains the following sections:

- My Documents:** (Notify me when my leave is approved or rejected) with radio buttons for 'No Notification', 'Each Action', and 'When Complete'. An annotation box points to the 'Each Action' option with the text: 'Employees should select Each Action or When Complete'.
- Manager's Inbox:** (Notify me if I have documents to approve) with radio buttons for 'Each Document', 'Daily', and 'Weekly'. An annotation box points to the 'Each Document' option with the text: 'Managers should select Each Document or Daily'.
- Delegate Inbox:** (Notify me if I have documents to approve as a delegate) with a checkbox for 'Receive Notification'. An annotation box points to the checkbox with the text: 'You may select or not'.
- Email Address:** A text input field containing 'VAMU.EDU'. An annotation box points to the field with the text: 'Make sure your email address is correct'.

A 'Save Notification/Email Changes' button is located at the bottom of the form. A footer note states: 'Passwords are now maintained in the Single Sign on system. If you want to change your password use the "SSO Menu" button on the top right to navigate to the single sign on system.'

Time Traq

Employee

Make sure your role is set to Employee

Click on Preferences

The screenshot shows the TIMETRAQ 'Timesheets' page. The 'Current Role' is set to 'Employee'. The page includes a navigation bar with 'Timesheets', 'Overview', 'Preferences', and 'Support'. The 'Preferences' tab is active. The user's role is 'Employee' and their job title is 'Financial Associate'. The 'Timesheets' section includes a search filter for 'Date From' (7/18/2010) to '9/16/2010' and a 'Search' button. A checkbox for 'Show active timesheets only?' is checked. A table displays the following timesheet data:

| Timesheet | Start | End | Reg. Hours | OT Hours | Status |
|-----------|-----------|-----------|------------|----------|--------|
| 1931784 | 9/16/2010 | 9/29/2010 | 0.00 | 0.00 | New |

Set your preferences as indicated below and then SAVE

The screenshot shows the TIMETRAQ Preferences page for an Employee. The 'Current Role' is set to 'Employee'. The page has a navigation bar with 'Timesheets | Overview | Preferences | Support'. The 'Preferences' section includes:

- Language Preference:** Radio buttons for English (selected) and Spanish. A callout box points to this section with the text "Select as appropriate".
- When submitting a timesheet:** Radio buttons for "Use the regular submission process" (selected) and "Go directly to the Certification and Submission tab". A callout box points to this section with the text "Select as Use the regular submission process".
- Timesheets (notify when approved or rejected):** Radio buttons for "Never", "Each Approver Action" (selected), and "When Complete". A callout box points to this section with the text "Select as Each Approver Action or When Complete".
- Manager's Inbox (notify when timesheets need approval):** Radio buttons for "Never", "Each Timesheet", "Daily" (selected), and "Weekly". A callout box points to this section with the text "Select Each Timesheet (as submitted) or Daily (one email a day, usually at end of day)".
- Delegate Inbox (notify when delegated timesheets need approval):** Radio buttons for "Do Notify" (selected) and "Do Not Notify". A callout box points to this section with the text "Select as appropriate".

There are "Save" buttons at the top and bottom of the preferences section.

Manager

Make sure your role is Manager

Click on Preferences

The screenshot shows the TIMETRAQ Manager Inbox page. The 'Current Role' is set to 'Manager'. The page has a navigation bar with 'Inbox | Outbox | Employees | Timesheets | Delegates | Preferences | Support'. The 'Manager Inbox' section shows:

- Manager: Maynard, Marilyn
- Page 1 of 1
- Table with columns: Timesheet, Emp. Name, Start Dt., End Dt., Status, Reg/OT Hrs, Arrived Date
- Page 1 of 1

Arrows from the text above point to the 'Current Role: Manager' dropdown and the 'Preferences' link in the navigation bar.

Please set your preferences and SAVE

The screenshot shows the TIMETRAQ web interface for a Manager. The page title is 'Preferences'. The current role is 'Manager'. The page has a navigation menu with 'Inbox', 'Outbox', 'Employees', 'Timesheets', 'Delegates', 'Preferences', and 'Support'. The 'Preferences' section is active. There are two main sections: 'Manager's Inbox (notify when timesheets need approval)' and 'Delegate Inbox (notify when delegated timesheets need approval)'. The 'Manager's Inbox' section has four radio button options: 'Never', 'Each Timesheet', 'Daily', and 'Weekly'. The 'Delegate Inbox' section has two radio button options: 'Do Notify' and 'Do Not Notify'. There are two callout boxes with arrows pointing to the 'Each Timesheet' and 'Do Notify' options. The first callout box contains the text: 'Please select Each Timesheet (when submitted) or Daily (one email a day, usually at end of day so may not be timely)'. The second callout box contains the text: 'Please select as appropriate'. There are 'Save' buttons at the top and bottom of the form.

Remember as a **Manager you are to notify your delegates when you will be out** and unable to review/approve Time/Leave Traq documents for your employees that you manage.

Remember as a Delegate for a Manager in Time/Leave Traq should be aware when the manager will be out of the office and you are to review/approve Time/Leave Traq for the manager that you have been set as their delegate.