

## Time Traq Process for Payroll Submission

Time Traq is the web based timesheet used by PVAMU. Time Traq can be found at the Single Sign On web site: <https://sso.tamus.edu/> The Single Sign On website is accessible from any computer on or off campus.

Time Traq is designed to be used by student workers, wage employees, and nonexempt/classified employees. Please see <http://www.pvamu.edu/pages/2078.asp> to determine what employees are considered nonexempt/classified employees. (You will need to know the title code.)

Timesheets are to be submitted biweekly. See [www.pvamu.edu/payroll](http://www.pvamu.edu/payroll) for biweekly pay periods and Time Traq submission due dates. It is the employee's responsibility to submit timesheet correctly and on time. Timesheets must be approved and submitted or cancelled. Incomplete timesheets will delay the entire payroll for all employees and the entire campus.

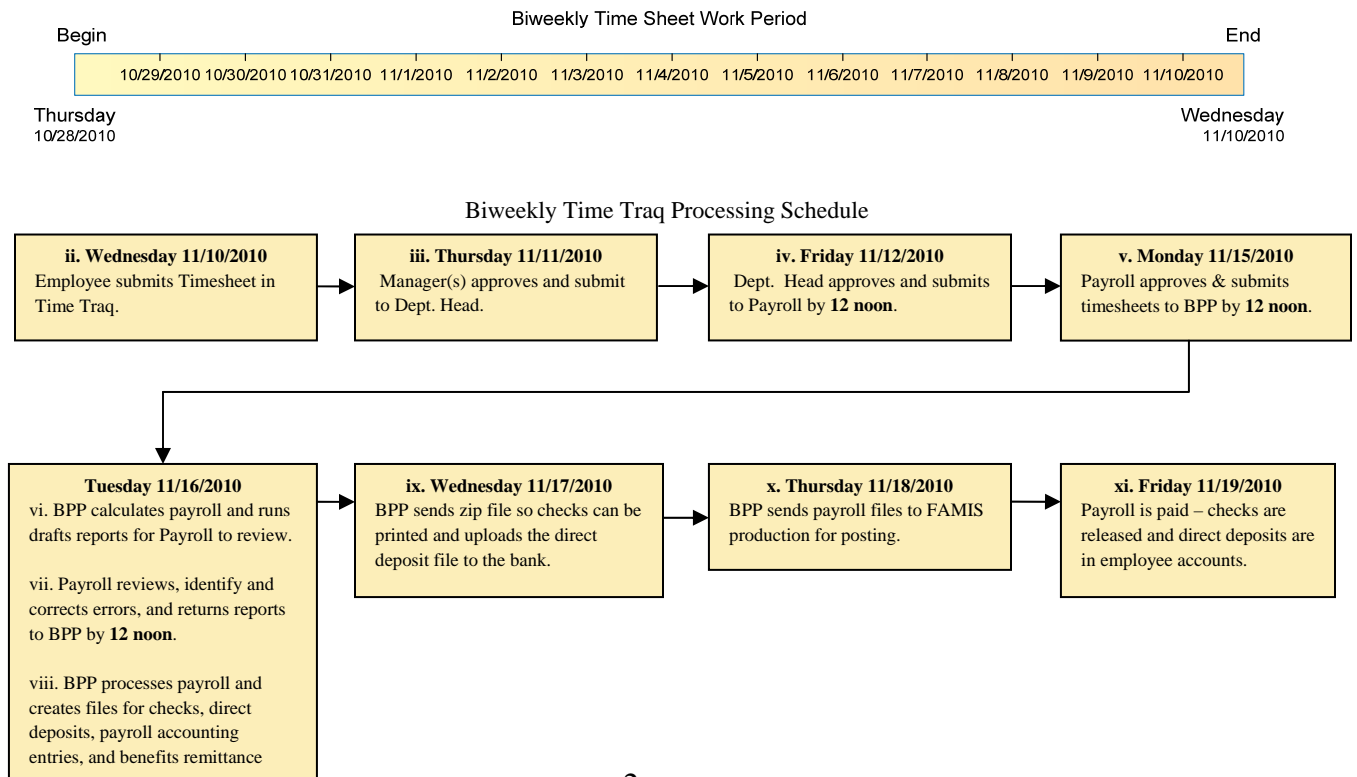
Time Traq Tutorials are located on website <http://apps1.system.tamus.edu/timetraqtutorials/>

Leave Traq is the web based system that keeps track of budgeted employees sick leave, vacation leave, leave without pay, and other leave balances. Requests for leave are submitted through Leave Traq. Leave Traq updates Time Traq for leave requests for budgeted nonexempt/classified employees. However a budgeted nonexempt/classified employee leave must be approved before the employee can submit their timesheet to their manager for approval. Leave Traq can be found at the Single Sign On website: <https://sso.tamus.edu/>

### Standard Processing Time for Time Traq – Biweekly Payrolls:

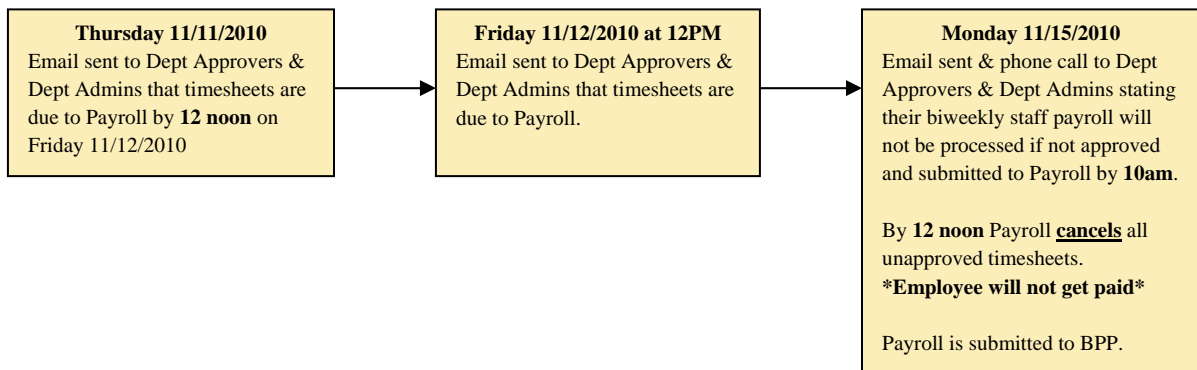
- A. Biweekly means every two weeks ( not twice a month)
- B. Pay periods are from Thursday to Wednesday (10 work days)
  - a. See [www.pvamu.edu/payroll](http://www.pvamu.edu/payroll) for biweekly pay periods, pay dates, and Time Traq submission due dates.
- C. Time Lines:
  - a. Employee is to enter worked time into timesheet at least daily if possible.
    - i. Leave Traq will update Time Traq for any leave submitted in Leave Traq.
    - ii. Official PVAMU Holidays will automatically populate Time Traq.
    - iii. Early release days (for example ice days) will automatically populate Time Traq.
  - b. Employee should submit timesheet no later than the day before the Department Approvers due date to payroll.
    - i. For a typical pay period the last work day is Wednesday.
    - ii. Employee should complete and submit their timesheet on **Wednesday** at the end of the work day.

- iii. **Thursday** Managers will need to review and approve the timesheets for the employees they supervise; then submit those timesheets to (may go to other managers) the Department Approver.
  - iv. Department Approvers must review, approve and submit to Payroll timesheets for their department **by noon on Friday**.
  - v. Payroll must review, approve and submit all timesheets to BPP by **noon on Monday**.
  - vi. BPP will calculate payroll and run draft reports **Tuesday** morning for Payroll Services to review.
  - vii. Payroll Services has until **noon Tuesday** morning to identify and correct any errors.
  - viii. Payroll is **processed on Tuesday**, files produced for payroll accounting entries, direct deposit payments are compiled, check files are produced, and benefits remittance data files are produced.
  - ix. **Wednesday**, BPP sends a zip file to PVAMU so that checks can be printed.  
NOTE: BPP uploads direct deposit files to the various banks – this is not performed by each campus.
  - x. **Thursday**, BPP sends payroll files to FAMIS Production to be posted to accounting system (FAMIS).
  - xi. **Friday is payday**; checks are released and direct deposits are in employees' accounts.
- c. Visual Time Line Example: Typical pay period (times will vary during holidays, etc.)



## Standard Notifications for Timesheets Due

- A. Employees do not receive a notification of timesheet due dates. Due dates are published on the Payroll Services website <http://www.pvamu.edu/payroll> and VPBA deadline calendar <http://www.pvamu.edu/pages/534.asp>
- B. All Department Approvers and Departmental Time Traq Administrators are sent notification the Thursday morning following the last work day for biweekly pay period that adlocs are due to Payroll Friday at noon.
- C. For all adlocs that have not submitted their timesheets to Payroll by Friday at noon, another email reminder is sent to the Department Approvers and Departmental Time Traq Administrators.
- D. Monday all adlocs that have outstanding timesheets are called and an email is sent to the Department Approver and Departmental Time Traq Administrators stating that their biweekly staff payroll will not be processed if not approved **and** submitted to Payroll by 10am.
- E. Monday at noon all unapproved timesheets will be cancelled.
  - i. **Employee will not get paid**
  - ii. No manual payment will made after pay period
  - iii. Employee will have to wait until next pay period to get paid
- F. Below example of Payroll Services Notification:



**The below guide will explain the following processes. Please review the attached flowchart:**

1. Employee Submits Timesheets (link)
2. Manager Reviews/Approves and Submits Timesheets to Department Approver(link)
3. Manager Fails to Review/Approve Timesheets(link)
4. Department Approver Reviews/Approves and Submits Timesheet to Payroll(link)
5. Department Approver Fails to Review Timesheets(link)
6. Payroll Approves and Submits Timesheets to BPP (TAMUS Payroll System)(link)
7. Employee - Emergency – Cannot Submit Timesheet(link)

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1. Employee Submits Timesheet
  - a. All leave must submitted first using Leave Traq.
  - b. Instructions on how an employee submits a timesheet are located at:  
<http://www.pvamu.edu/pages/6219.asp>
  - c. **Employees are responsible for submitting their timesheets on time.**
    - i. See [www.pvamu.edu/payroll](http://www.pvamu.edu/payroll) for biweekly pay periods and Time Traq submission due dates.
  - d. Employees that fail to submit timesheets on time will have their timesheets cancelled and will not get paid.

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2. Manager (s) Reviews/Approves and Submits Timesheets to Department Approver
  - a. Some departments have several Managers that must review and approve timesheets and/or leave before they can be submitted to the Departmental Approver. So all Managers must perform the below steps in order for a timesheet employee to get paid:
    - i. First - all leave must reviewed and approved/rejected in Leave Traq.
    - ii. Managers must inform their delegates if they will not be available to review and approve timesheets/leave.
  - b. All employees must have submitted their timesheet
    - i. Manager needs to contact employees with open timesheets to review and submit their timesheet.
    - ii. If employee fails to submit timesheet, and fails to respond to your messages to submit their timesheet, the manager must cancel the timesheet. See below website on how to cancel timesheet:  
<http://apps1.system.tamus.edu/timetraqtutorials/RunTutorial.aspx?Role=T-T-MANAGER&TutorialID=MGR2>
      1. The employee will not get paid.
      2. No manual payment will made after pay period.

3. Employee will have to wait until next pay period to get paid.
- c. Manager may reject timesheet back to the employee for incorrect reporting
  - i. For example employee failed to report sick leave and listed hours as worked.
  - ii. Employee must correct leave and resubmit timesheet back to manager for review.
  - iii. Please see Review Timesheet Tutorial on how to reject a timesheet  
<http://apps1.system.tamus.edu/timetraqtutorials/RunTutorial.aspx?Role=T-T-MANAGER&TutorialID=MGR2&PageNbr=1>
- d. Timesheets are reviewed and all are correct then the Manager approves all timesheets and submits to Department Approver.
  - i. Approval is required even if all timesheets are listed as cancelled.
3. Manager Fails to Review/Approve Timesheets
  - a. Timesheets will be cancelled.
  - b. Employee will not get paid.**
  - c. No manual payment will made after pay period.
  - d. Employee will have to wait until next pay period to get paid.
4. Department Approver Reviews/Approves and Submits Timesheet to Payroll
  - a. First all leave must reviewed and approved/rejected in Leave Traq.
  - b. Department Approvers must inform their delegates if they will not be available to review and approve timesheets/leave.
  - c. Department Approver may reject timesheet back to the employee for incorrect reporting.
    - i. For example employee failed to report sick leave and listed hours as worked.
    - ii. Employee must correct leave and resubmit timesheet back to Manager for review/approval back to Departmental Approver.
  - d. Timesheets are reviewed and all are correct then the Departmental Approver approves all timesheets and submits to Payroll.
  - e. All managers must have submitted the timesheets for their employees
    - i. Department Approver needs to contact managers that have not reviewed/approved their employee timesheets.
    - ii. If Manger fails to review/approve their employee timesheets, and fails to respond to your messages to submit their timesheet, the Department Head must cancel the timesheets. See below website on how to cancel timesheets:  
<http://apps1.system.tamus.edu/timetraqtutorials/RunTutorial.aspx?Role=T-T-MANAGER&TutorialID=MGR2&PageNbr=1>
    - iii. Once the timesheets are cancelled then the Departmental Approver must approve all timesheets for their adloc and submit to Payroll.



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1. Approval is required even if all timesheets are listed as cancelled.

5. Department Approver Fails to Review Timesheets

- a. Timesheets will be cancelled.
- b. Employee will not get paid.**
- c. No manual payment will made after pay period.
- d. Employee will have to wait until next pay period to get paid.

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6. Payroll Services Approves and Submits Timesheets to BPP (TAMUS Payroll System)

- a. Payroll Services reviews all timesheets by adloc to make sure all have been approved.
- b. Any adlocs that have not been approved and submitted to Payroll are subject to cancellation.
  - i. Timesheets will be cancelled.
  - ii. Employee will not get paid.**
  - iii. No manual payment will made after pay period.
  - iv. Employee will have to wait until next pay period to get paid.
- c. All approved and submitted timesheets by Payroll Services are paid.

7. Employee - Emergency – Cannot Submit Timesheet

- a. The Department Manager may determine that their employee is unable to submit timesheet do to an emergency situation.
  - i. Emergency example would be that the employee is in the hospital and unable to use a computer.
  - ii. Nonemergency example is that the employee just forgot to enter time and is on vacation.
- b. Leave Traq must be updated with employee's situation (sick leave, LWOP, etc).
  - i. For information on how to enter leave for an employee in an emergency situation, please go to:  
[http://www.pvamu.edu/files/human\\_resources/docs/LTTT11.pdf](http://www.pvamu.edu/files/human_resources/docs/LTTT11.pdf)
  - ii. To see how to submit a timesheet for an employee in an emergency situation, please go to:  
<http://apps1.system.tamus.edu/timetraqtutorials/RunTutorial.aspx?Role=T-T-MANAGER&TutorialID=MGR3>