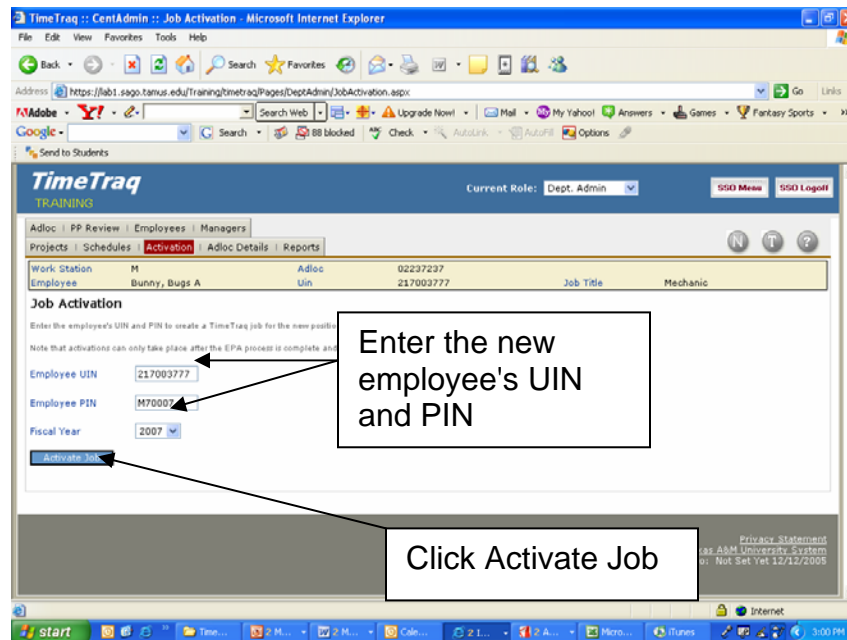
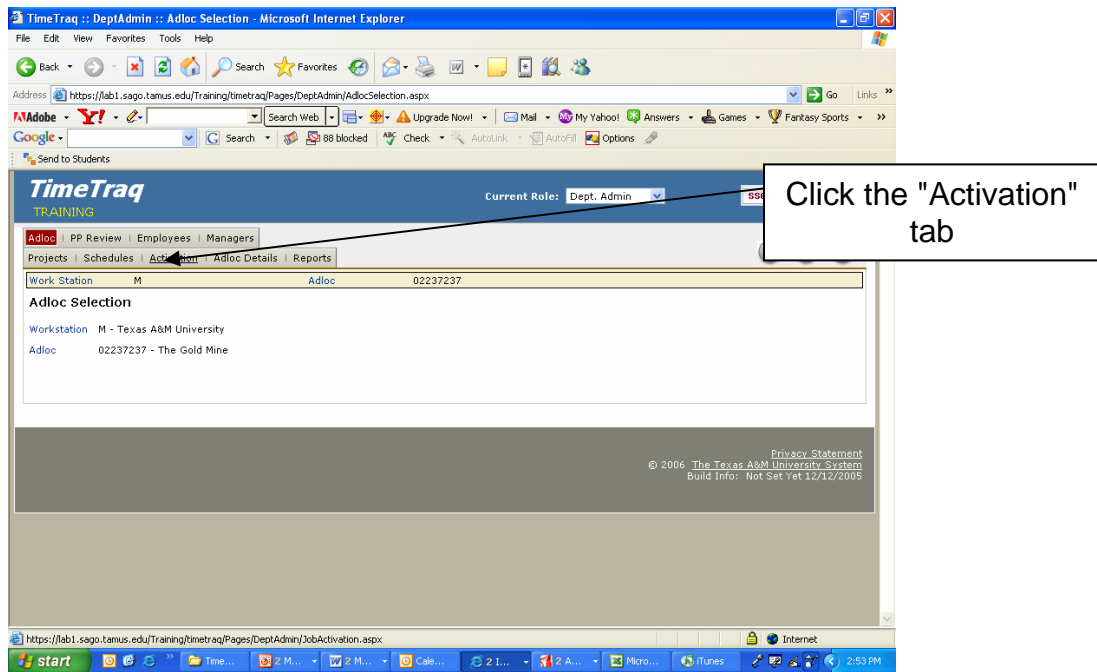
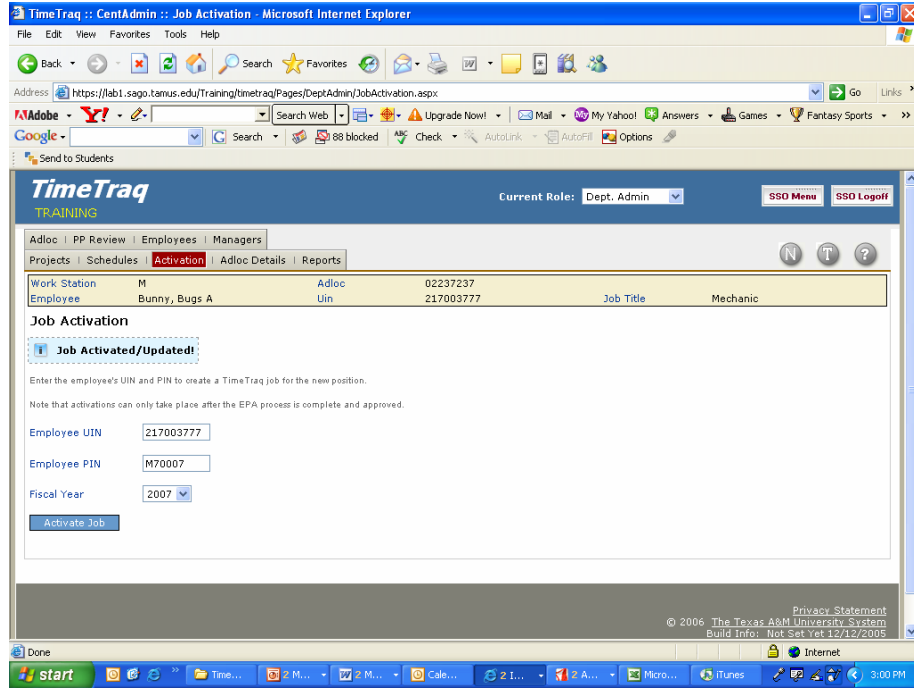


# Activating Jobs

Using an overnight process, TimeTraq automatically activates new positions as they are created in BPP. This is done twice weekly on Tuesday and Thursday. If you have a new employee and cannot wait for the automated process, use the job activation function





This will scan the BPP budget for the employee's information and create his/her job in TimeTraq.