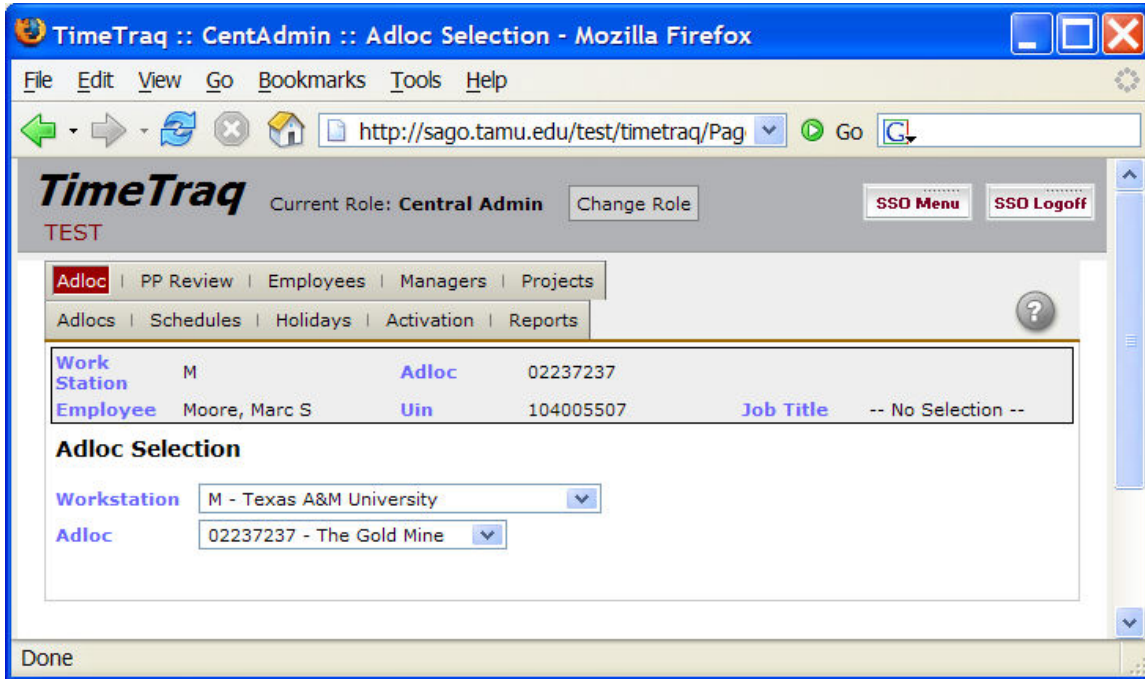


Adloc/Workstation Selection

If you are an administrator or approver in TimeTraq, you'll see the Adloc/Workstation Selection screen when you sign on to your administrator or approver role.



Concepts

All administrative actions in TimeTraq require a workstation to be selected. Many require an adloc to be selected as well.

Most administrators and approvers are assigned to a single workstation. In this case, your workstation is automatically selected.

If you oversee departments in multiple workstations, you can easily select the appropriate workstation from the Workstation dropdown.

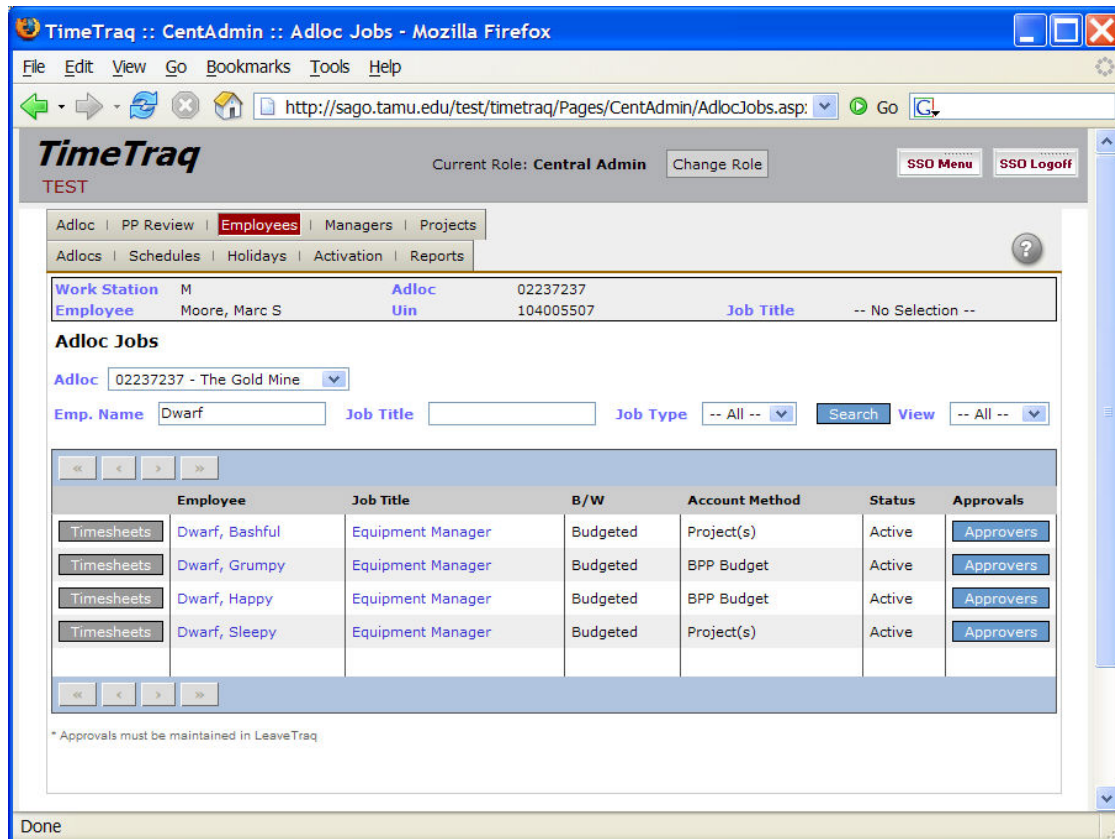
Departmental roles will require an adloc selection to be made for most functions. To choose one, select the appropriate adloc from the Adloc dropdown.

Actions

After you've selected the appropriate workstation and adloc, you can perform additional functions by selecting the appropriate tab.

Working with an Adloc's Employees

To work with an adloc's employees, you'll go to the Employee's tab in TimeTraq after choosing a workstation and/or an adloc.



Concepts

The Adloc Jobs screen is highly searchable. You can limit your display by the employee's name (Last, First), job title, job type (budgeted vs. wage), and status. To filter the job list, enter your criteria and click **Search**.

If you're responsible for more than one adloc, you can switch between adlocs - without leaving this screen - by clicking the Adloc dropdown.

You can easily view an employee's timesheets, approving managers, and job overview from the job listing.

Actions

Click the **Timesheets** button to see/manage a list of timesheets for the selected employee.

Click the **Approvers** button to see/manage an employee's approval hierarchy.

- Note that approvers assigned in LeaveTraq (marked with an "*" in TimeTraq) must be managed in LeaveTraq.

Click the employee's job title link to view his/her job information. You can use the Job Overview screen to manage the employee's job settings.