

Job Overview

TimeTraq's Job Overview screen displays all of the employee's job-related information on a single screen, as shown below

The screenshot shows the TimeTraq Job Overview screen for an employee named Dwarf, Bashful. The screen is displayed in a Mozilla Firefox browser window. The page title is "TimeTraq :: CentAdmin :: Job Overview - Mozilla Firefox". The URL is "http://sago.tamu.edu/test/timetraq/Pages/CentAdm". The current role is "Central Admin". The page has a navigation menu with "Employees" selected. The employee's name is "Dwarf, Bashful", Adloc is "02237237", Uin is "214003317", and Job Title is "Equipment Manager". The screen is divided into several sections: "Job Overview" with "Edit" and "Deactivate" buttons; "Job Details" with fields for Job Title, Adloc, Job Type, Status, Pay Plan / Title Code, and Max Hours; "Employee Data" with fields for Employee Name, Employee UIN, Employee Pin, Current Hourly Pay Rate, Position Percent Effort, and Enforce Pct Eft Hrs Rule?; "Account Details" with fields for Account Method, Timesheet Entry Form, and Default Project; "Job Configuration" with fields for Management Hierarchy and Auto-fill New Timesheets?; and "Job Managers" with an "Edit" button and a table of managers.

Manager Name	Manager Pin	Manager Type
Grimes, Daniel E	M00283	Approver
Nickles, Rosalie F	M32143	Approver

Concepts

Your employee's overview screen may differ from the one shown above:

Actions

Job Settings/Status

Click the top-most **Edit** to change an employee's job settings.

You can also modify the job's status from this screen:

- If the job is active, you can deactivate it by clicking the **Deactivate** button
- If the job is inactive, a **Reactivate** button will be displayed instead. Clicking it will move the job to an active status.

Approvers

If the employee's job is set up to use a TimeTraq-specific approval hierarchy, an **Edit** button will be displayed under the Job Managers heading. Clicking it will take you to the Job Approvals screen where you can manage the employee's approval hierarchy.