

Prairie View A&M University

Paying your Student

All times that a student has worked is now submitted through the electronic system which is called [TimeTraq](#).

Students on TimeTraq ([Login to TimeTraq](#))

- The student must log into the system and enter their time and then submit it electronically to the Manager.
- The Manager will have to check the time being submitted and if there are no problems, they will then be submitted to the Department Administrator.
- The timesheets will then be submitted to the Departmental Approver who will then submit the timesheets to the Central Administrator.
- The Central Administrator will then submit the timesheets to the Payroll Approver.
- The student can then check the scheduled time for disbursement of the paycheck.