Quick Tips for Administrators

Reviewing Active Pay Periods

Workstations

For central administrators, the "PP Review" tab displays a list of adlocs and their status for a specified workstation and pay period. This gives you an easy way to check on your member's progress in getting timesheets submitted and approved.

To see more information about a specific system member, click the gray selector button or the adloc link. Either will display the departmental view of the pay period.

Departments

At the department level, the "PP Review" tab displays a list of timesheets and their status for a specified adloc and pay period. This gives you an easy way to check the department's progress in getting timesheets submitted and approved.

In addition, there are other search criteria on this screen, including:

- Match - displays a sub-set of jobs in the adloc. Useful for locating problem timesheets or new employees who haven't had a timesheet created yet.
- Employee - matches on employee name in the format of "Last, First".
- Status - matches on the status of the timesheet.

To review an individual timesheet in more detail, click the gray selection button or timesheet link. Either will display the Timesheet Overview screen from which you can view summary data about the timesheet, daily details, approvals, adjustments, and account allocations (if the timesheet is/was submitted, approved or paid).

In many cases, your department will have multiple pages worth of jobs/timesheets. Click the arrow buttons at the top/bottom of the job listing to navigate in the list.

Managing Employees' Jobs

The "Employees" tab gives a list of employees in a given workstation and adloc. You can further filter the list by employee name, job title, and job type by specifying the proper criterion and clicking Search.

Clicking the employee's job title link will take you to the Job Overview screen from which you can edit his/her job settings or work with the job's approving managers list.

From the list of jobs you can also click the Timesheets button to see a list of timesheets for the selected employee and, from here, drill into the details of a particular employee's timesheet.

Another way of looking at employees is by manager. Click the "Managers" tab to display a list of managers in a department. From here you can click the Employees button to display a list of employees who roll up to the selected manager.

Assigning Managers' Delegates

Click the "Managers" tab, find the manager for whom you need to set up a delegate, and click the Delegates button. The Delegates screen gives you an easy way to manage his/her own delegate list.

To add a new delegate, type the other manager's last name, a comma, and the first letter of his/her first name in the Name field, then click Search. Click the "S" button to select the manager's UIN, and then click Add Delegate to add the delegate.

If you have a delegate you want to remove, click the Deactivate button and his/her delegate status will be set to Inactive.

Similarly, to restore an inactive manager's delegate status, change your view to Inactive, then click Reactivate.

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.

To do so, click the "Activation" tab, enter the new employee's UIN and PIN, and click Activate Job. This will scan the BPP budget for the employee's information and create his/her job in TimeTraq.

If he/she is to fill out a timesheet in the current pay period, you'll also need to go into the Adloc/Pay Period review screen and, using the Match filter, display the new employee's record for the current pay period. Click the Create Timesheet button to create his/her missing timesheet.