

Quick Tips for Managers

Reviewing Historical Timesheets

TimeTraq will keep track of all timesheets in the system, regardless of status, for several years. If you need to view a particular timesheet for any reason, click the "Employees" tab, locate the employee in question, then click the Timesheets button.

This will display a list of timesheets for the selected employee. If the timesheet you need to view isn't shown by default, adjust the search criteria and click Search.

See the Manager's "Reviewing Timesheets" tutorial for more information about reviewing timesheets.

Setting up Delegates

The "Delegates" tab gives you an easy way to manage your own delegate list. A delegate is another manager or co-worker who can edit, submit and approve timesheets for you if you are out of the office.

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, then click Add Delegate to add the manager as your 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.

Setting Preferences

The "Preferences" tab allows you to set your notification preferences in regards to your TimeTraq Inbox. You choose not to be notified, or you can receive an email each time one of your employees submits a timesheet, at the end of each day, or once a week (on Wednesday).

Note that the daily and weekly notifications will be delivered overnight.

You can also select if you want to be notified about timesheets submitted to managers you are a delegate for. If you elect to be notified, the notification preference you select for your own employees will also be used in this case.

To make changes, go to this tab, make your change, and click Save.

Getting Help

You can get help by clicking on the "Support" tab. Type your question into the textbox that is displayed and choose whether you want to direct your issue to the department or central administrator(s). A list of administrators is displayed on the right side of the screen.