

# Setting up an Employee's Approvers

TimeTraq offers two ways to get to the Job Approvers screen (shown below): you can click the Employees tab to get a listing of employees in a specified adloc, then click the Approvals button for a given employee; or, you can click the employee's job title on any number of screens and then click the **Edit** button in the Job Approvals section of the Job Overview screen.

## Concepts

Approvers (managers) are linked to an employee's job by a "PIN-to-PIN" relationship, meaning that if a manager leaves his/her position and is replaced in the same PIN number, the new manager will automatically become the employee's manager in TimeTraq.

TimeTraq supports two types of managers: Approvers and Readers.

The screenshot shows the 'Job Approvals' screen in the TimeTraq application. The browser window title is 'TimeTraq :: CentAdmin :: Job Approvals - Mozilla Firefox'. The address bar shows 'http://sago.tamu.edu/test/timetraq/Pages/CentAdi'. The page header includes 'TimeTraq', 'Current Role: Central Admin', 'Change Role', 'SSO Menu', and 'SSO Logoff'. The main content area has a 'Name' search field, a 'Search' button, a 'PIN' field, a 'Type' dropdown menu set to 'Approver', and an 'Add Approver' button. Below this is a table with columns for 'Manager Type' and 'Sequence Number'. The table contains two rows, both with 'Approver' as the manager type. The first row has a 'Down' button and a 'Delete' button. The second row has a '2' in the 'Sequence Number' column, an 'Up' button, and a 'Delete' button. Callout boxes provide instructions for using the search, adding approvers, moving managers, and deleting managers.

**Callout 1:** If you need to search for the manager by name, type the manager's name into the Name field in the form of "last, first", then click the **Search** button.

**Callout 2:** Managers are assigned as approvers by PIN. If you know the manager's PIN number, you can enter it directly into the PIN field.

**Callout 3:** Make the manager Type selection, then click the **Add Approver** button to add the approver to the employee's job.

**Callout 4:** Click **Down** to move the manager down.

**Callout 5:** To change the approval routing order, click the **Up** button to move a manager up in the order

**Callout 6:** An employee's approvers change occasionally. Click the **Delete** button to remove a manager from the approval hierarchy.