

Timesheet Overview - Allocations

The Allocations tab of the Timesheet Overview screen displays a list of accounts that will be charged when the timesheet is submitted to BPP.

Concepts

Account allocations are created when a timesheet is submitted; until that point in a timesheet's life cycle, no allocation records exist.

Time entered into timesheets is allocated to accounts according to the rules configured for an employee's job.

- Jobs that allocate time by the BPP budget will create 1 allocation record for each iteration and account that is applicable to the timesheet.
- Positions that have multiple funding sources will have multiple allocation records
- Similarly, positions with multiple iterations that apply to a single timesheet will have additional allocation records

TimeTraq Current Role: **Manager** [Change Role](#) [SSO Menu](#) [SSO Logoff](#)

TEST

Inbox | Outbox | Employees | **Timesheets** | Delegates | Preferences | Support

Manager Moore, Marc **Uin** 104005507 **Relationship** Self
Employee Duck, Daffy A **Uin** 617000297 **Job Title** Computer Support Specialist
Timesheet 3507 **Starting** 4/6/2006 **Ending** 4/19/2006

Timesheet Overview [Quick Links: Timesheets](#)


Overview | Work Events | Adjustments | Approval Log | **Account Allocation**

[Cancel Timesheet](#) [Recall](#)

Account Allocation

Seq Nbr	Account	Object Class	Actg. Analysis #	Percent Effort	Reg. Hrs / Rate	State OT / Rate	FLSA OT / Rate	Project	Override?
>	1	02-120001-00000	1720	5012	60.00	44.40 20.00	0.00 20.00	4.20 30.00	No
>	2	02-120010-00000	1720	5012	40.00	29.60 20.00	0.00 20.00	2.80 30.00	No

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Click the  button to display the account allocation details screen.

Timesheet Overview - Allocation Details

Concepts

The account allocation details shows all of TimeTraq's information regarding the selected account allocation record.

The details view of a timesheet account allocation record is read-only for non-administrators.

The screenshot displays the TimeTraq web application interface. At the top, there is a navigation bar with tabs for 'Inbox', 'Outbox', 'Employees', 'Timesheets', 'Delegates', 'Preferences', and 'Support'. Below this is a summary table for the selected record:

Manager	Coyote, Wile	Uin	316008098	Relationship	Self
Employee	Bunny, Bugs A	Uin	217003777	Job Title	Mechanic
Timesheet	784	Starting	9/7/2006	Ending	9/20/2006

Below the summary table is the 'Timesheet Overview' section with a 'Quick Links' button for 'Timesheets'. A sub-navigation bar includes 'Overview', 'Work Events', 'Leave', 'Adjustments', 'Approval Log', and 'Account Allocation'. The 'Account Allocation' section is active, showing an 'Update Account Allocation' header and a 'Return to Hours List' button. Below this are two columns of details:

Account Entry Details		Pay Data Details	
Account	02-120001-00000	Reg. Hours	48.00
Program Code		OT Hours	0.00
Object Class	1515	Pay Rate	20.00
Source Title Code	3302	Shift Diff. Hours	0.00
Suppl. Pay Code		Pay Rate	0.00
Project			
Actg Analysis #	5012	OT Hours	0.00
Percent Effort	60.00	Pay Rate	0.00
Iteration	1	On Call Hours	0.00
Seq Nbr	1	Pay Rate	0.00
Overridden?	No		

Click the [Return to Hours List](#) button to return to the account allocation listing view.