Timesheet Overview - Allocations

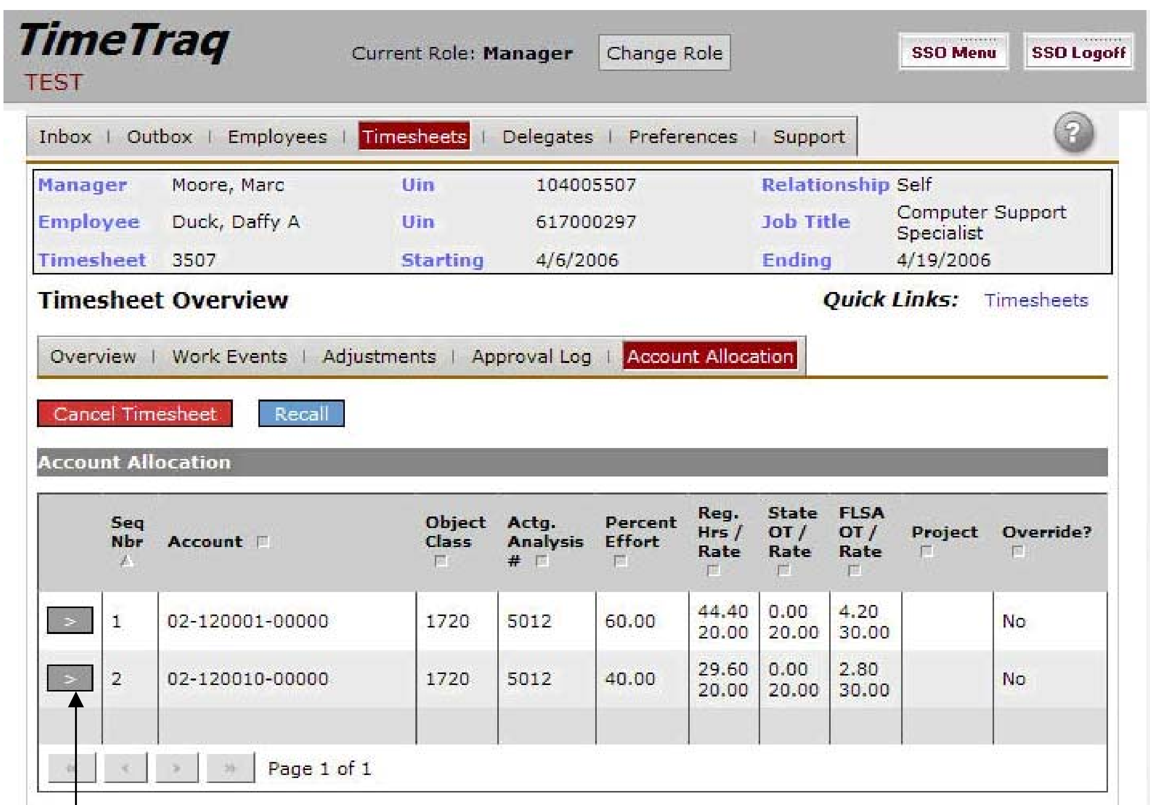
The Allocations tab of the Timesheet Overview screen displays a list of accounts that will be charged when the timesheet is submitted to BPP.

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 interation 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**



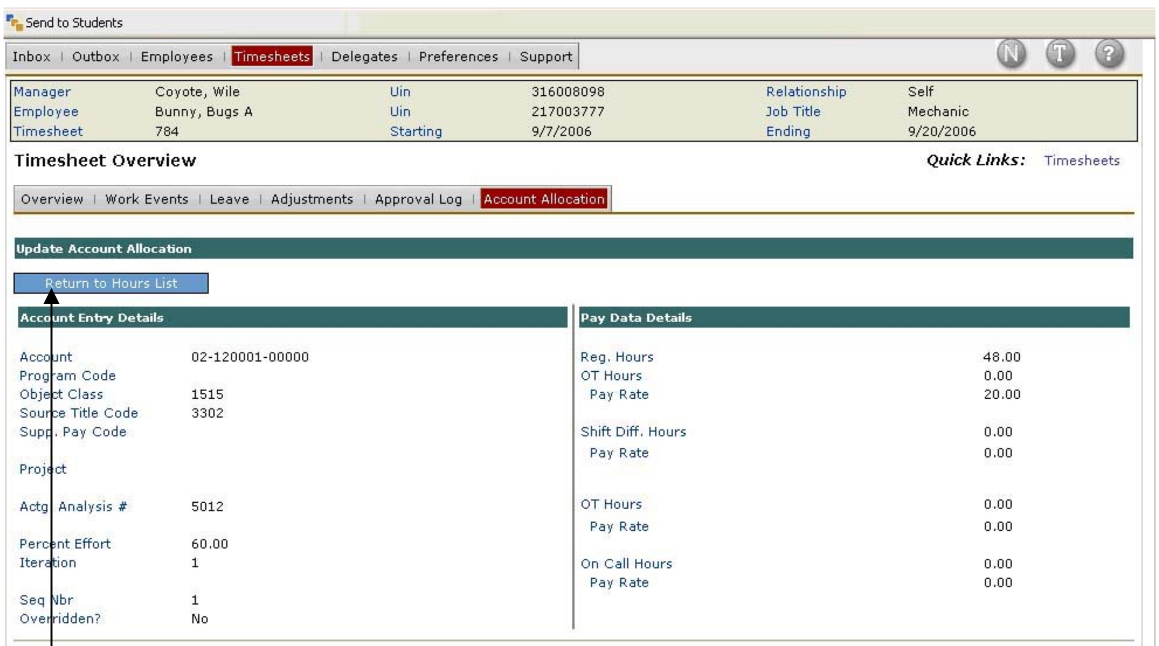
Click the > button to display the account allocation details screen.

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.



Click the **Return to Hours List** button to return to the account allocation listing view.