

# Updating Job Settings

TimeTraq uses the Job Update screen to make changes to an employee's job settings, as shown below.

TimeTraq :: CentAdmin :: Add/Update Job - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://sago.tamu.edu/test/timetraq/Pages/CentAdi

**TimeTraq** TEST

Current Role: **Central Admin** Change Role

SSO Menu SSO Logoff

Adloc | PP Review | **Employees** | Managers | Projects

Adlocs | Schedules | Holidays | Activation | Reports

Work Station M	Adloc	Uin	Job Title
Dwarf, Bashful	02237237	214003317	Equipment Manager

**Update Job**

Save Save/Projects Cancel

**Job Details**

Job Title: EQUIPMENT MANAGER

Adloc: 02237237

Use Job as Adloc Template?

Job Type: Budgeted

Pay Plan / Title Code: M0236

Max Hours: 99

**Account Details**

Account Method: Project(s)

Timesheet Form: Projects/Time In/Out

Default Project: DWARVES All

**Job Configuration**

Management Hierarchy:  Use Mgrs. Set Up in LeaveTraq  Define Managers in TimeTraq

Auto-fill New Timesheets?

**Employee Data**

Employee UIN: 214003317

Name: Dwarf, Bashful

Pin: M70005

Pay Rate: 20.00

Percent Effort: 100.00

Enforce percent effort rule?

**Schedule**

Work Schedule: Flex 7:30

Holiday Schedule: TAMU

**Special Pay Information**

Job is Exempt from Overtime Rules?

Allow Shift Differential Pay? Diff. Amount

Comp Time Is: Paid

Employee can specify?

Done

## Concepts

Many job-related data items are pulled from the existing BPP system and are read-only in TimeTraq.

TimeTraq does keep its own copy of the Job Title field, which can be changed to make its meaning more clear in TimeTraq. This is useful when an employee holds more than one position.

You can limit the number of hours an employee can report in a work week by setting the Max Hours field to a non-zero value.

## Approvals

By default, budgeted employees use the managers set up for them in LeaveTraq and wage employees use a TimeTraq-specific approval hierarchy. If a budgeted employee need to have different approvers in TimeTraq, you can set the Management Hierarchy field appropriately.

## Schedules

By default, TimeTraq requires budgeted employees to record 40 \* "Percent Effort" hours in each work week. If this rule needs to be overridden for a given employee, the "Enforce percent effort rule" box can be unchecked.

- This is commonly done when an employee terminates in the middle of a pay period.

Work and holiday schedules can be assigned using the dropdown boxes on the screen.

- All budgeted employees should be given both work and holiday schedules.
- Wage employees can be given a work schedule, but one is not required. They do not get holiday schedules.

## Comp. Time

If your adloc's rules allow employees to decide how their overtime hours will be handled, you may be able to allow an employee to do so by checking the "Employee can specify" box under the Comp Time heading.

## Actions

To save your changes, click the **Save** button.

If the employee is configured to use projects, the **Save/Projects** button will be shown. Click it to save your changes and go directly to the Project Assignment screen.

To discard any changes that have been made, click the **Cancel** button.