



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 29, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-72  
Distributed via Campus Email

To: Non-Exempt Employees  
 Prairie View A&M University

From: Mary Lee Hodge  
 Senior Vice President for Business Affairs

Re: Training Sessions for Nonexempt/Classified Employees to TimeTraq

Prairie View A&M University will be fully implementing the TimeTraq System for our non-exempt employees by October 1, 2010. TimeTraq is a web-based timesheet entry application that is intergraded with TAMUS' LeaveTraq, Canopy and BPP applications. TimeTraq provides an easy-to use method for employees and managers to enter, submit and approve timesheets electronically.

All "non-exempt" employees must attend one entry level training session. Listed below are training sessions for the months of May and June 2010. Training will be held in the Harrington Science Building, Room 101. Each training session will accommodate twenty (20) people. Please contact Ms. Dana Manuel at [ddmanuel@pvamu.edu](mailto:ddmanuel@pvamu.edu) or Ms. Kim Spacek at [kaspacak@pvamu.edu](mailto:kaspacak@pvamu.edu) to reserve your seat. Some general topics we will cover include:

❖ <b>Effects of Payroll Change</b>	❖ <b>Rules for Success Submission</b>
❖ <b>Accessing TimeTraq/LeaveTraq</b>	❖ <b>Types of Leave Documents</b>
❖ <b>Timesheet Selection &amp; Entry</b>	❖ <b>How to Submit Leave Request</b>
❖ <b>Timesheet Approvals</b>	❖ <b>Helpful Tips</b>

<i>May 2010 – TimeTraq Schedule - Training for Non-Exempt Employees</i>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
<i>May 10, 2010</i>	<i>10:00 a.m. – 11:30 a.m.</i>	<i>Harrington Science, Room 101</i>
<i>May 12, 2010</i>	<i>08:30 a.m. – 10:00 a.m.</i>	<i>Harrington Science, Room 101</i>
<i>May 13, 2010</i>	<i>03:00 p.m. – 04:30 p.m.</i>	<i>Harrington Science, Room 101</i>
<i>May 19, 2010</i>	<i>08:30 a.m. – 10:00 a.m.</i>	<i>Harrington Science, Room 101</i>
<i>May 20, 2010</i>	<i>08:30 a.m. – 10:00 a.m.</i>	<i>Harrington Science, Room 101</i>
<i>May 26, 2010</i>	<i>01:30 p.m. – 03:00 p.m.</i>	<i>Harrington Science, Room 101</i>
<i>May 27, 2010</i>	<i>01:30 p.m. – 03:00 p.m.</i>	<i>Harrington Science, Room 101</i>

<i>June 2010 – TimeTraQ Schedule - Training for Non-Exempt Employees</i>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
<i>June 10, 2010</i>	<i>03:00 p.m. – 04:30 p.m.</i>	<i>Harrington Science, Room 101</i>
<i>June 16, 2010</i>	<i>08:30 a.m. – 10:00 a.m.</i>	<i>Harrington Science, Room 101</i>
<i>June 17, 2010</i>	<i>08:30 a.m. – 10:00 a.m.</i>	<i>Harrington Science, Room 101</i>
<i>June 23, 2010</i>	<i>10:00 a.m. – 11:30 a.m.</i>	<i>Harrington Science, Room 101</i>
<i>June 24, 2010</i>	<i>10:00 a.m. – 11:30 a.m.</i>	<i>Harrington Science, Room 101</i>
<i>June 30, 2010</i>	<i>10:00 a.m. – 11:30 a.m.</i>	<i>Harrington Science, Room 101</i>

xc: Dr. George Wright  
Ms. Marilyn Maynard  
Mr. Albert Gee  
Ms. Radhika Aayyar

Mlh/tnw