Job Overview

TimeTraq's Job Overview screen displays all of the employee's job-related information on a single screen, as shown below:

![Job Overview Screen]

**Concepts**

Your employee's overview screen may differ from the one shown above:

**Actions**

**Job Settings/Status**

Click the top-most **Edit** to change an employee's job settings.

You can also modify the job's status from this screen:

- If the job is active, you can deactivate it by clicking the **Deactivates** button.
- If the job is inactive, a **Reactivate** button will be displayed instead. Clicking it will move the job to an active status.

**Approvers**

If the employee's job is set up to use a TimeTraq-specific approval hierarchy, an **Edit** button will be displayed under the Job Managers heading. Clicking it will take you to the Job Approvals screen where you can manage the employee's approval hierarchy.