Simple Timesheet Entry for Employee

The Simple Timesheet Entry screen is used to enter timesheet data into TimeTraq. Time can be entered daily throughout the payroll period or all at once at the end of the period.

Concepts

In TimeTraq, Timesheets can include time for 1 or more weeks, as shown in the bi-weekly example above. However, when you're entering time, you'll be working with a single work week at a time.

To enter your time, simply enter the number of hours you worked during each day of the week in the fields provided.

- Note that time must be entered in increments of .25 hours (15 minutes)

An employee’s normal work hours go into the "Reg. Work Hrs" column.

- Call Back and On Call hours are entered in their own, separate columns

- Most departments do not allow employees to charge "On Call" time on their Timesheets. If this is the case in your department, the "Call Back" and "On Call Units" columns will not be displayed

Timesheets that you've already submitted aren't shown by default. However, you can easily view them by clearing the "Show inactive timesheets only" checkbox and clicking [Search].

Similarly, you can widen your Date From/To range to view older, historical timesheets.

Clicking your job title will display the Job Overview screen, which shows you information about your job's configuration in TimeTraq.

This screen presents a list of your timesheets. By default the last 60 days of active timesheets are shown.

(1) To select a particular timesheet, click the button to select the timesheet.

- Selecting an active timesheet will bring it up in the Timesheet Entry screen that's appropriate for your job
- Selecting an inactive timesheet will display the read-only Timesheet Overview screen
Enter your time in TimeTraq

(2) Select the workweek you want to enter time for from these tabs.

(3) To enter your time, simply enter the number of hours you worked during each day of the week in the fields provided.

- Note that time must be entered in increments of 0.25 hours (15 minutes).

(4a) To save the hours you've entered and continue working, click the "Save" button and continue entering data.

(4b) To save the timesheet and return to the Employee Timesheets screen, click the "Save/Exit" button.

(4c) To close the timesheet and discard any changes that have been made, click the "Cancel" button.

(4d) To submit a completed Timesheet, click the "Submit Timesheet" button. This will display the Timesheet Submission screen for confirmation.

In TimeTraq, you have to confirm the submission of a timesheet using the Timesheet Submission screen, as shown below. This screen is displayed automatically when you click the "Submit Timesheet" button on the Timesheet Entry screen.
In the Hours Summary section, this screen displays a summary of both the hours reported on a Timesheet in the various categories of time, including regular work, leave, holidays, on call time/callback work (if relevant), and unpaid time. This is displayed for information only - no changes can be made on this screen.

When a Timesheet reflects state or FLSA overtime, the extra hours worked must either be banked as comp. time or paid by BPP. TimeTraq will automatically assign the overtime hours using the rule configured by the administrators.

(5) To change the overtime disposition, update the Bank Hours and Pay Out Hours fields in the State and FLSA Overtime categories as needed. Then, to recalculate the timesheet's estimated gross pay, click the Recalculate Gross Pay button. This action takes into account changes in the overtime disposition and calculates a new estimated gross pay.

(6a) To submit the timesheet to the department's payroll administrators, certify the timesheet's accuracy, enter your comments (if required), and click the Submit Timesheet button.

- After submission, the timesheet will go to the employee's manager(s) for approval.
- The timesheet can be recalled and updated until it has been approved by the (next) manager of the employee's job.
- After the timesheet is submitted, you'll be taken to the Timesheet Overview screen where the timesheet will be shown in a Submitted status.

(6b) To cancel the submission process, click the Return to Timesheet.

It is important to realize that submitting a timesheet means that you are certifying its accuracy, just as a physical signature on a paper timesheet has done in the past. TimeTraq logs all submissions to ensure a complete audit trail of actions taken against a Timesheet.

Managers and administrators who submit timesheets on behalf of employees have the same responsibility to ensure a timesheet’s correctness. In addition, managers and administrators must enter a comment regarding the action being taken.
After you’ve submitted your timesheet, the Timesheet Overview screen will appear. This screen gives you the ability to see virtually every aspect of your timesheet, including the summary and detailed work event information as well as any administrative adjustments and the submission/approval log.

This screen provides the different pieces of information on a series of “sub-tabs” and clicking one of these sub-tabs will take you to the timesheet data in question.

When the **Timesheet Overview screen** is displayed, the Overview sub-tab is displayed by default. As you move through the sub-tabs, the action buttons are available on each sub-tab.

Beneath the sub-tabs are the action buttons that are available to you, the **Recall** action is the only one commonly available to employees.

If you submit your timesheet and realize there’s an error, you can recall it by clicking the **Recall** button. After you’ve recalled the timesheet you can make your corrections and re-submit it.

*Note that a timesheet cannot be recalled after one or more of your managers has approved it. In this situation, you’ll need to ask the approving manager to reject your timesheet so you can correct it.*