Timesheet Submission

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.

Concepts

Summary Information

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.

In the Estimated Pay Summary section, TimeTraq displays a summary of standard rate hours, overtime hours, and, if relevant, on call units. TimeTraq also uses the position’s current rate of pay to estimate the gross pay generated by the Timesheet.

NOTE: The actual amount to be paid is not finalized until the Timesheet is sent to BPP by the payroll approver.
Comp. Time
When a Timesheet reflects state or FLSA overtime, the extra hours worked must either be banked as comp. time or paid by BPP. Whether overtime will be banked or paid is a decision made by the central and department administrators. TimeTraq will automatically assign the overtime hours using the rule configured by the administrators.

NOTE: The administrators can also allow the employee to decide how the overtime should be disposed of. As shown in the sample screen above, the overtime can be allocated between banked hours and paid hours using this screen.

Certifying the 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.

Actions
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 button. This action takes into account changes in the overtime disposition and calculates a new estimated gross pay amount.

- Note that this command is only available when the adloc and job settings allow free-form overtime allocation.

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

To cancel the submission process, click the button.