

TimeTraq – Supervisor Instructions

TimeTraq is the new web-based system which will provide an easy-to-use method for employees and managers to enter, submit, and approve timesheets electronically. Paper timesheets will no longer be submitted. Effective immediately, your employees will submit hours worked through TimeTraq. The following instructions are provided to guide you, the supervisor, through the approval process.

TimeTraq is accessed through Single Sign On at <https://sso.tamu.edu/>. If you have not used Single Sign On before click **New Employees – Set up your password**, and follow instructions

TimeTraq will appear on your Single Sign On Menu.

Click on TimeTraq



The screen that appears will be your TimeTraq 'Inbox' and list all Timesheets needing your approval.

The image shows two screenshots of the TimeTraq system. The top screenshot is the 'Manager Inbox' showing a list of timesheets. The bottom screenshot is the 'Timesheet Overview' for timesheet 270.

Manager Inbox

Timesheet	Emp. Name	Start Dt.	End Dt.	Status	Reg/OT Hrs	Arrived Date
233	Moldenhauer, Darcee L	02/09/2006	02/22/2006	Submitted	36.00 / 0	2/22/2006 11:30 AM
272	Dow, Margaret S	02/09/2006	02/22/2006	Submitted	80.00 / 0	2/22/2006 8:45 AM

Annotations for Manager Inbox:

- Click Timesheet for overview (points to Timesheet 233)
- To view daily work activity click on Work Events (points to Timesheet 272)
- Hours submitted for pay period (points to Reg/OT Hrs column)
- Quick Approve button (points to the green 'Approve' button in the 'Arrived Date' column)

Timesheet Overview

Quick Links: 1

Overview | Work Events | Prior Period Adjustments | Approval Log | Account Allocation

Approve | Reject | Cancel Timesheet | Edit | Recall

Timesheet Status

Timesheet	270
Status	Submitted
Pay Date	3/3/2006
Longevity Paid?	No

Annotations for Timesheet Overview:

- Work Hours submitted (points to Reg. Work Hrs: 58.50)
- Leave must be entered in LeaveTraq first, but then it is fed directly to TimeTraq (points to Leave Hrs: 22.00)

General Hours

Reg. Work Hrs	58.50
Leave Hrs	22.00
Holiday Hrs	0.00
Unpaid Hrs	0.00

Callback/On Call

Callback Hrs	0.00
On Call Units	0.00

Comp Time

State OT Paid	0.00
State OT Banked	0.50
FLSA OT Paid	0.00
FLSA OT Banked	0.00

Approval

Current Approver	Lewis, Loree K
As Of Date	2/22/2006 12:14:18 PM

Annotations for Timesheet Overview:

- Action Buttons (points to the bottom row of buttons: Approve, Reject, Cancel Timesheet, Edit, Recall)
- As Supervisor you can open and edit a timesheet if employee is not available (points to the 'Edit' button)

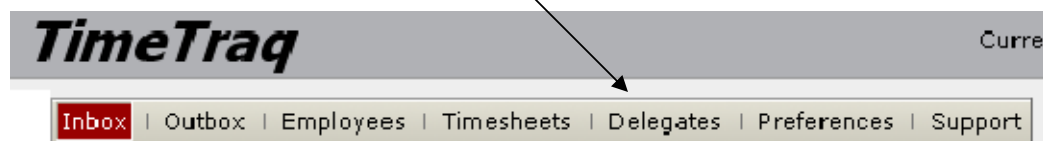
Work Events shows daily activity including Hours Worked, Leave, Holiday, and Unpaid Leave

Overview	Work Events	Prior Period Adjustments	Approval Log	Account Allocation			
Approve	Reject	Cancel Timesheet	Edit	Recall			
2/9/2006 To 2/15/2006							
Date ▲	Regular Work	Call Back	Leave (Paid)	Holiday	Total Hours	On Call	Leave (Unpaid)
Thu, Feb 9	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Fri, Feb 10	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Sat, Feb 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sun, Feb 12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon, Feb 13	0.00	0.00	8.00	0.00	8.00	0.00	0.00
Tue, Feb 14	4.00	0.00	4.00	0.00	8.00	0.00	0.00
Wed, Feb 15	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Totals	28.00	0.00	12.00	0.00	40.00	0.00	0.00
			Reg OT On Call	Hours Hours Units	40.00 40.00 0.00 0.00		

Timesheet may be approved at any point by clicking the green APPROVE tab.



Out of the office a lot? Set up a Delegate to approve timesheets in your absence.



Set up your own personal Preferences.

If you have additional questions or problems contact PVAMU Payroll Services at 936-261-1904.