

Time Traq Manager Role vs. Department Approver Role

Below is an example where a person is a Time Traq Manager for an employee and also a Time Traq Department Approver. Both roles are important and both roles must be completed before a timesheet can be submitted to Payroll Services for payment.

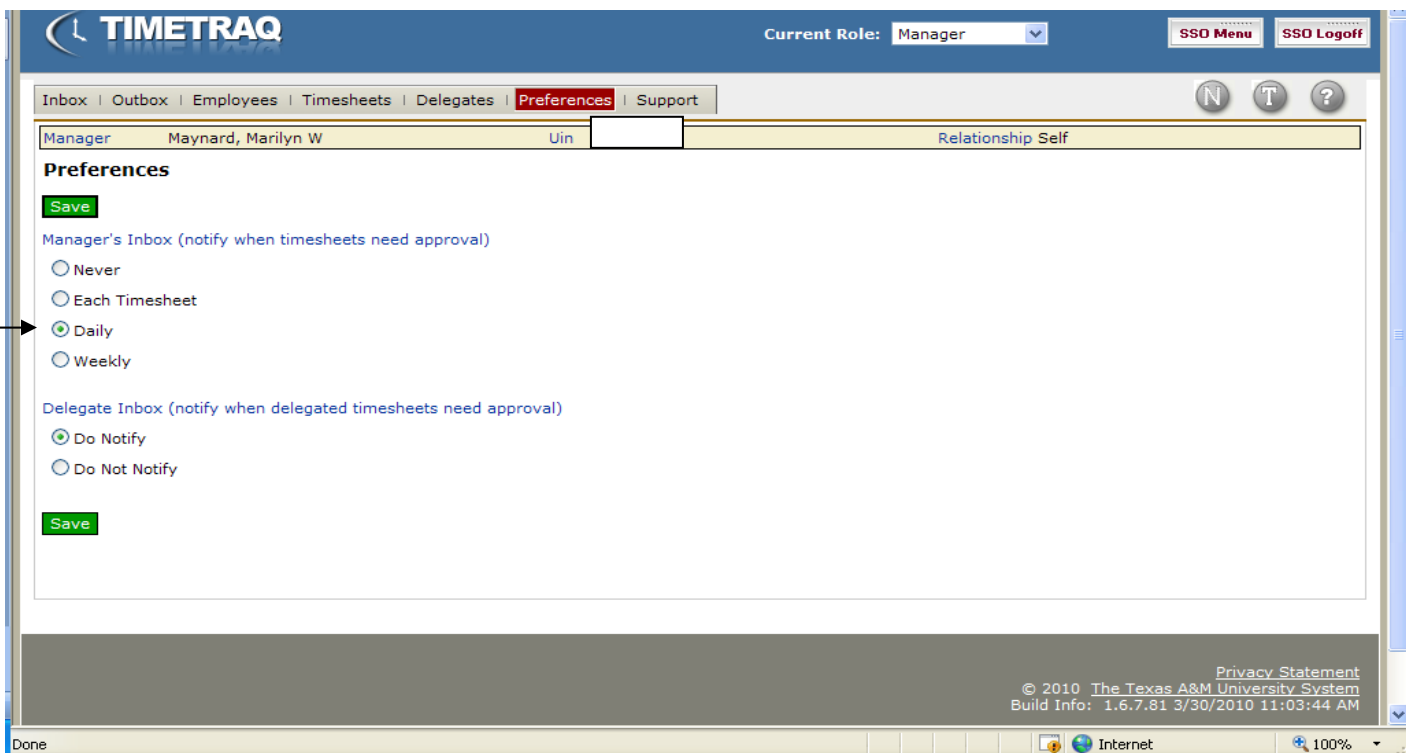
To sign on to Time Traq

<https://sso.tamus.edu/>

Time Traq Manager:

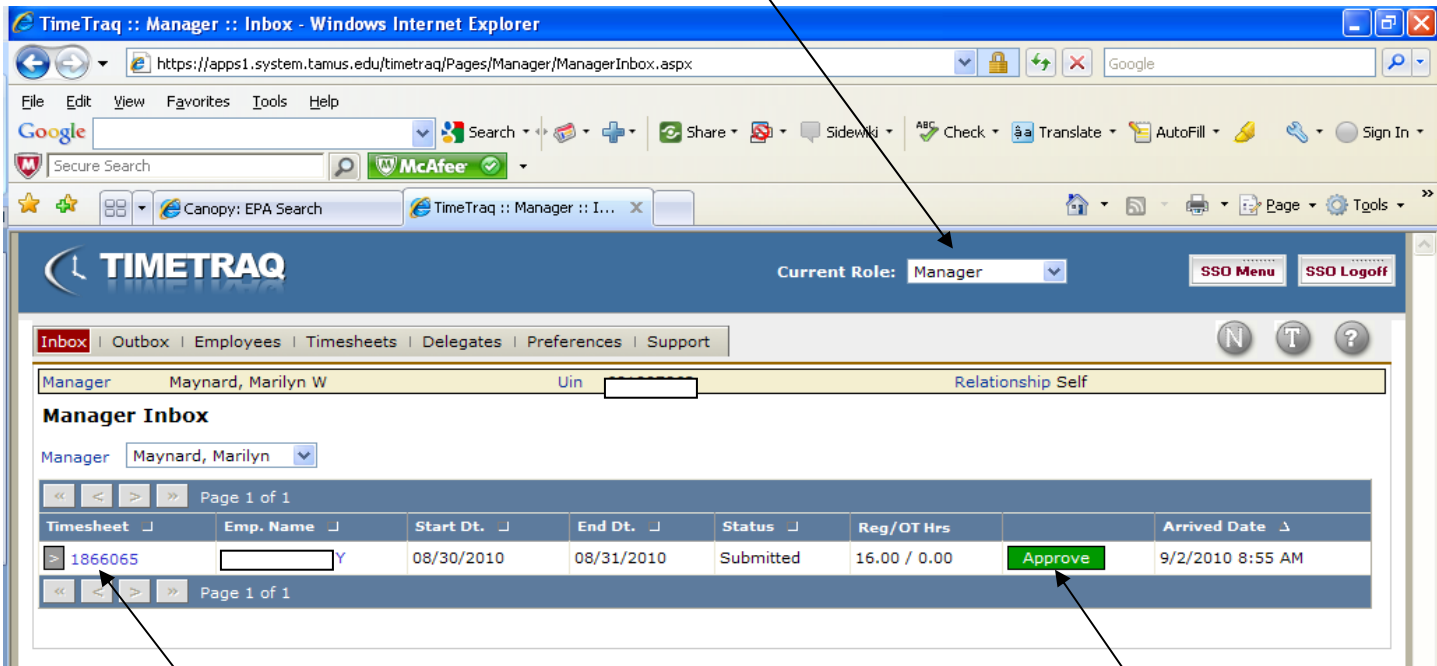
Please set your Preferences:

Click on DAILY for notification when timesheets need your approval. If you are a delegate for another Time Traq Manager, then set up your notification preference for delegated timesheets.

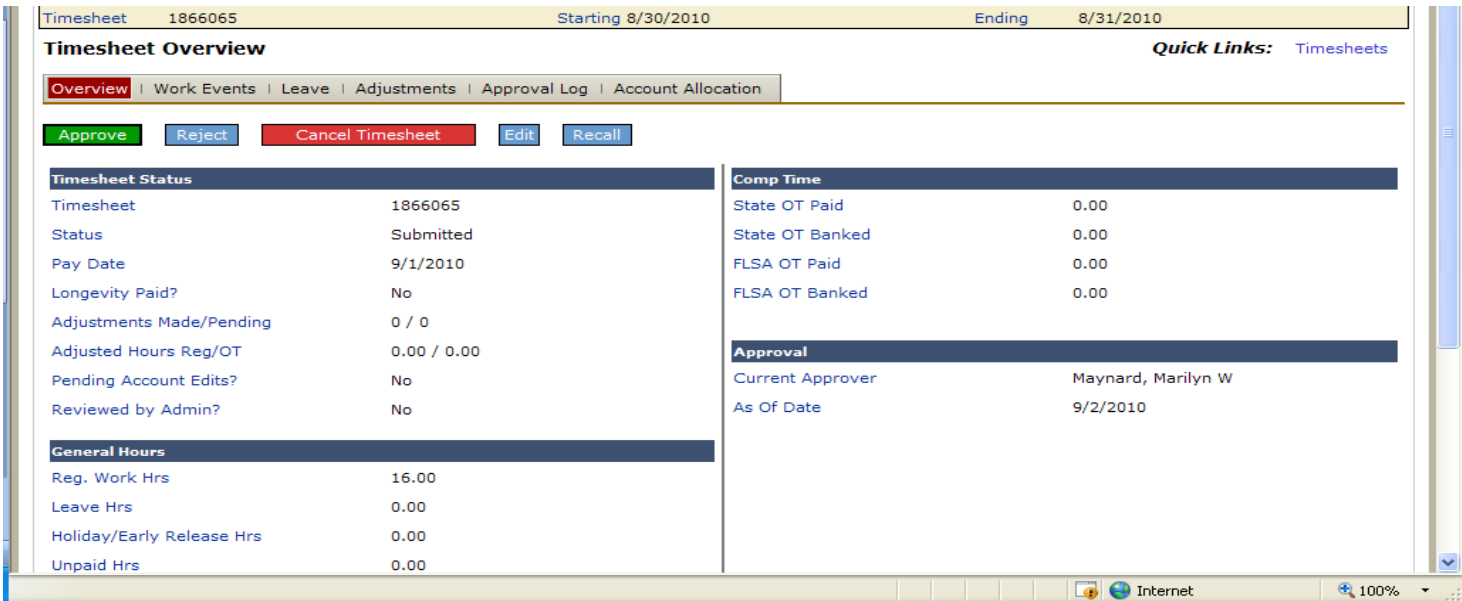


The screenshot displays the TIMETRAQ web application interface. At the top, the header includes the TIMETRAQ logo, a "Current Role: Manager" dropdown menu, and links for "SSO Menu" and "SSO Logoff". Below the header is a navigation bar with tabs for "Inbox", "Outbox", "Employees", "Timesheets", "Delegates", "Preferences" (which is highlighted), and "Support". A user profile bar shows the name "Maynard, Marilyn W", a "Uin" field, and a "Relationship Self" dropdown. The main content area is titled "Preferences" and contains two sections: "Manager's Inbox (notify when timesheets need approval)" and "Delegate Inbox (notify when delegated timesheets need approval)". In the "Manager's Inbox" section, there are four radio button options: "Never", "Each Timesheet", "Daily" (which is selected and indicated by a green dot and an arrow from the left), and "Weekly". In the "Delegate Inbox" section, there are two radio button options: "Do Notify" (selected with a green dot) and "Do Not Notify". Each section has a green "Save" button below it. At the bottom of the page, there is a footer with copyright information: "© 2010 The Texas A&M University System" and "Build Info: 1.6.7.81 3/30/2010 11:03:44 AM". The browser's status bar at the very bottom shows "Done" and "Internet" with a 100% zoom level.

Please review and approve all leave in Leave Traq first, then go to Time Traq
Please make sure your Current Role is Manager



Click on Time Sheet Number to see timesheet overview (see below) or you may click approve if you do not need to see detailed timesheet. To reject or cancel a timesheet you must click on the timesheet number.



Click on Work Events to see detail of hours to be submitted for work and/or leave (from Leave Traq)

Timesheet 1866065 Starting 8/30/2010 Ending 8/31/2010

Timesheet Overview Quick Links: Timesheets

Overview | **Work Events** | Leave | Adjustments | Approval Log | Account Allocation

Approve Reject Cancel Timesheet Edit Recall

8/30/2010 To 8/31/2010

Date ▾	Regular Work ▾	Call Back ▾	Leave (Paid) ▾	Holiday/Early Release ▾	Total Hours ▾	On Call ▾	Leave (Unpaid) ▾
Mon, Aug 30	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Tue, Aug 31	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Totals	16.00	0.00	0.00 Reg OT	0.00 Hours Hours	16.00 16.00 0.00	0.00	0.00

Approve Reject Cancel Timesheet Edit Recall

Privacy Statement

If everything is ok then click **Approve** or you may reject if timesheet if incorrect **Reject** or cancel **Cancel Timesheet**

When you click the reject button, you will be able to state the reason for the reject. An email will be sent to the employee stating the timesheet has been rejected. However, please notify the employee as well so they know to resubmit their timesheet. Below is email that the employee will get if timesheet is rejected:

From: timetraq@timetraq.tamu.edu [mailto:timetraq@timetraq.tamu.edu]
Sent: Thursday, September 02, 2010 11:42 AM
To: Smith, John
Subject: TimeTraq Notification - Timesheet 1866065

Your timesheet for the reporting period ending: 08/31/2010 has been Rejected by Marilyn Maynard. The reason given is as follows: *statement by manager for timesheet rejection*

The current timesheet status is Rejected .

 This is an automated message from the TAMUS TimeTraq system.
 Please do not reply. For assistance, contact your designated administrator.

The employee should correct time, correct leave, submit leave, or etc. whatever the corrective action is necessary and then resubmit timesheet to Time Traq Manager for approval.

If the employee's timesheet is cancelled, the employee will not get paid for this pay period. Time Traq Manager still must approve timesheet even if cancelled.

When a Time Traq Manager approves an employee’s timesheet, the employee will get an email stating that their timesheet has been approved. Email Example below:

From: timetraq@timetraq.tamu.edu [mailto:timetraq@timetraq.tamu.edu]
Sent: Thursday, September 02, 2010 11:47 AM
To: Doe, John
Subject: TimeTraq Notification - Timesheet 1866065

Your timesheet for the reporting period ending: 08/31/2010 has been Approved by Marilyn Maynard.

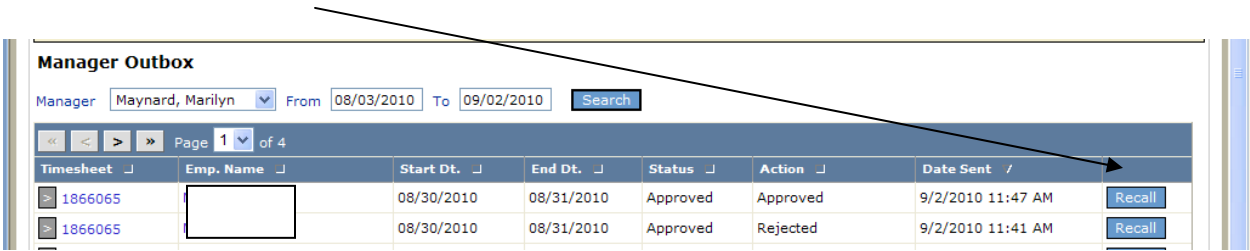
The current timesheet status is Approved.

This is an automated message from the TAMUS TimeTraq system.
Please do not reply. For assistance, contact your designated administrator

Recalling a timesheet approved by Time Traq Manager but department Approver has not submitted to Payroll Services:

After the Time Traq Department Approver reviews the timesheets approved by the Time Traq Managers, the Time Traq Department Approvers may asked the Time Traq Manager to recall an employee’s timesheet because they noted an error in hours worked. Or a Time Sheet Manager approved a timesheet but then realize they did so in error. There is a way to recall the timesheet:

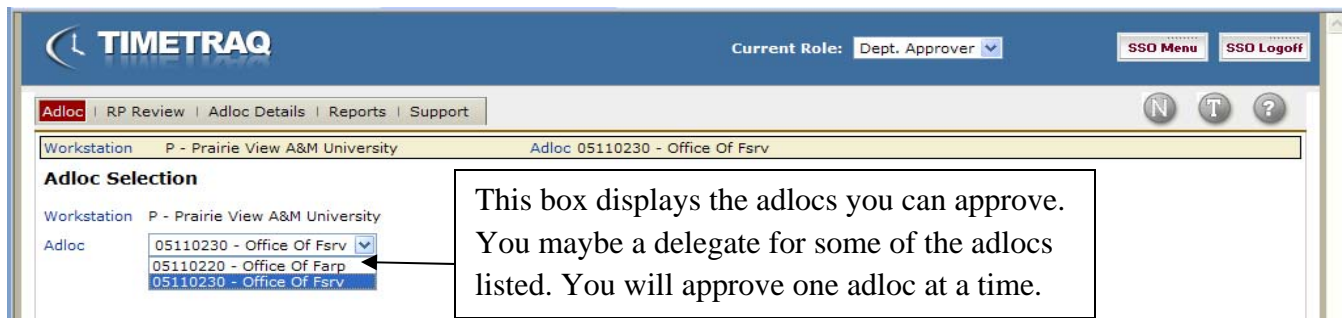
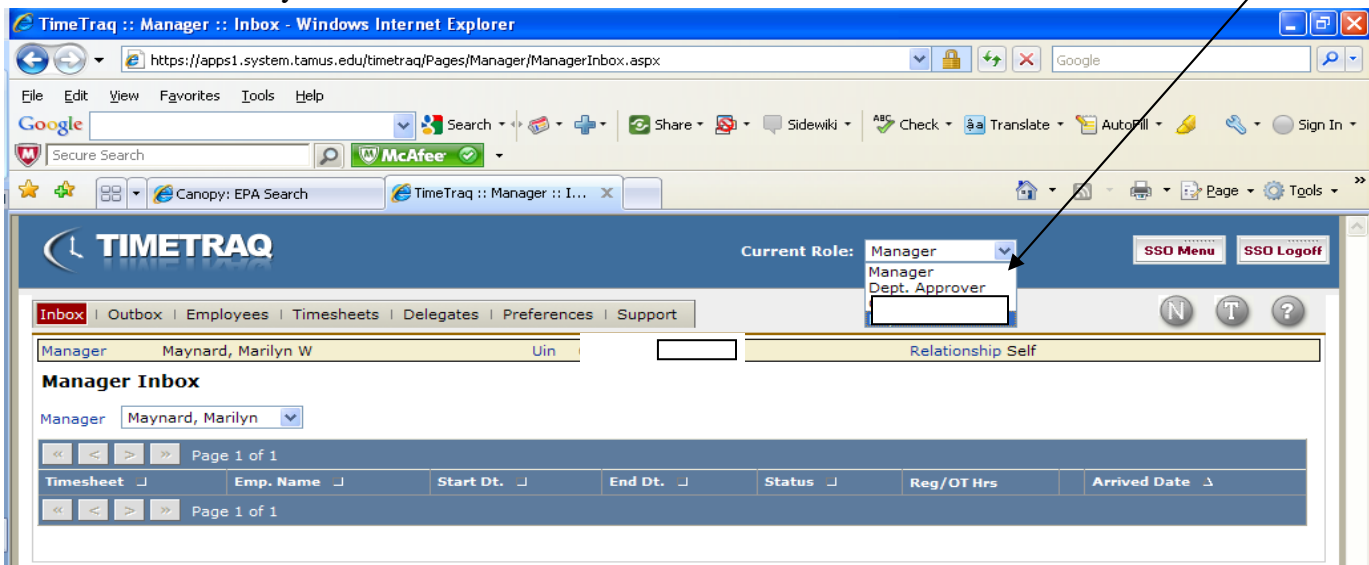
The Time Traq Manager can go to their outbox and see the time sheets and click on the Recall Button



Once the recall button is clicked, the employee’s timesheet goes back to the Time Traq Manager’s inbox. The Time Traq Manager can click on the timesheet number and reject timesheet for correction, have employee make the corrections, and resubmit for approval.

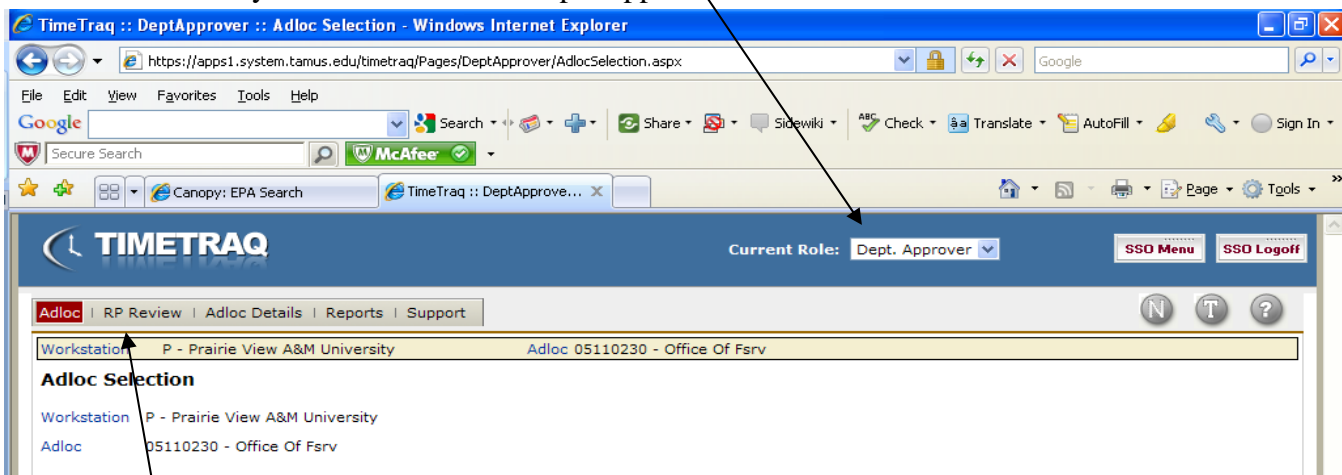
Time Traq Department Approver Role

Time Traq Department Approver role is unique only to Time Traq. There is no Leave Traq Department Approver Role. So this can be confusing as to your role. So go to the Current Role and review your roles:



Please review and approve all leave in Leave Traq first, then go to Time Traq

Please make sure your Current Role is Dept. Approver



Click on RP Review

For this example, the RPT Period is Weekly but it should state Bi-weekly starting 09-16-10. If you do not see Submit Adloc to Payroll this means that the Time Traq Managers have not approved the timesheets for their employees. Timesheet status will state Submitted but Not Approve. Please contact the managers or their delegates immediately. If timesheet status is OPEN/NEW, that means the employee has not submitted their timesheet. Time Traq Managers should be contacted to either get the employee to do timesheet or cancel the timesheet.

Please note that all employees for Adloc 0511230 are listed for Time Traq Department Approver submission to Payroll.

Current Role: Dept. Approver

SSO MenuSSO Logoff

Adloc | **RP Review** | Adloc Details | Reports | Support

Workstation P - Prairie View A&M UniversityAdloc 05110230 - Office Of Fsrv

Adloc-Rpt Period Summary

Adloc05110230 - Office Of Fsrv

Rpt PeriodWeekly08/30 - 08/31 (Incomplete)

MatchAll Timesheets

Fiscal Year2010

Status-- All --

Employee

Search

Submit Adloc To Payroll

Timesheet	Employee	Job Title	Reg Hours	OT Hours	Timesheet Status	Submit OK?
1866063		Travel Clerk	16.00	0.00	Approved	<input type="radio"/> OK
1866064		Head Cashier	18.75	0.00	Approved	<input type="radio"/> OK
1866065		Financial Associate	16.00	0.00	Approved	<input type="radio"/> OK
1866066		Accounts Payable Specialist	16.00	0.00	Approved	<input type="radio"/> OK
1866067		Cashier II	18.75	0.00	Approved	<input type="radio"/> OK
1866068		Accounts Payable Specialist	16.00	0.00	Approved	<input type="radio"/> OK
1866069		Cashier I	18.75	0.00	Approved	<input type="radio"/> OK
1866070		Accounts Payable Specialist	16.00	0.00	Approved	<input type="radio"/> OK

As a Time Traq Department Approver you can also review the detail work events of each employee by click on the timesheet number.

If you do not think an employee has submitted their time correctly, you are to notify the manager and ask them to recall that employee's timesheet and reject the timesheet back to the employee. The Time Traq Manager can go to their outbox and see the time sheets and click on the Recall Button

Recall

Manager Outbox

Manager: Maynard, Marilyn From: 08/03/2010 To: 09/02/2010 Search

Page 1 of 4

Timesheet	Emp. Name	Start Dt.	End Dt.	Status	Action	Date Sent	
1866065		08/30/2010	08/31/2010	Approved	Approved	9/2/2010 11:47 AM	Recall
1866065		08/30/2010	08/31/2010	Approved	Rejected	9/2/2010 11:41 AM	Recall

Once the recall button is clicked, the employee's timesheet goes back to the Time Traq Manager's inbox. The Time Traq Manager can click on the timesheet number and reject timesheet for correction if needed, have employee make the corrections, and resubmit for approval.

TIMETRAQ

Current Role: Dept. Approver SSO Menu SSO Logoff

Adloc: RP Review Adloc Details Reports Support

Workstation: P - Prairie View A&M University Adloc: 05110230 - Office Of Fsrv

Adloc-Rpt Period Summary

Adloc: 05110230 - Office Of Fsrv Fiscal Year: 2010

Rpt Period: Weekly 08/30 - 08/31 (Incomplete) Status: -- All --

Match: All Timesheets Employee: Search

Submit Adloc To Payroll

Timesheet	Employee	Job Title	Reg Hours	OT Hours	Timesheet Status	Submit OK?
1866063		Travel Clerk	16.00	0.00	Approved	<input type="radio"/> OK
1866064		Head Cashier	18.75	0.00	Approved	<input type="radio"/> OK
1866065		Financial Associate	16.00	0.00	Approved	<input type="radio"/> OK
1866066		Accounts Payable Specialist	16.00	0.00	Approved	<input type="radio"/> OK
1866067		Cashier II	18.75	0.00	Approved	<input type="radio"/> OK
1866068		Accounts Payable Specialist	16.00	0.00	Approved	<input type="radio"/> OK
1866069		Cashier I	18.75	0.00	Approved	<input type="radio"/> OK
1866070		Accounts Payable Specialist	16.00	0.00	Approved	<input type="radio"/> OK

Once the Time Traq Department Approver clicks Submit Adloc to Payroll you will see the below box. No comment is really necessary just click

Submit Adloc to Payroll

08/30 - 08/31 (Incomplete) Status: -- All --

Submit Adloc

Enter An Optional Comment:

Submit Adloc To Payroll Cancel

The Time Traq Department Approver will get the following email message confirming that the adloc was submitted to Payroll Services for payroll payment processing:

From: timetraq@timetraq.tamu.edu [mailto:timetraq@timetraq.tamu.edu]

Sent: Thursday, September 02, 2010 12:28 PM

To: Maynard,Marilyn

Subject: TimeTraq Adloc Submitted Successfully

Your submission of payroll for adloc 05110230 for the reporting period ending 08/31/2010

Process started at 09/02/2010 12:28:09 and finished at: 09/02/2010 12:28:09

The message returned was: **Operation Successful**