

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.

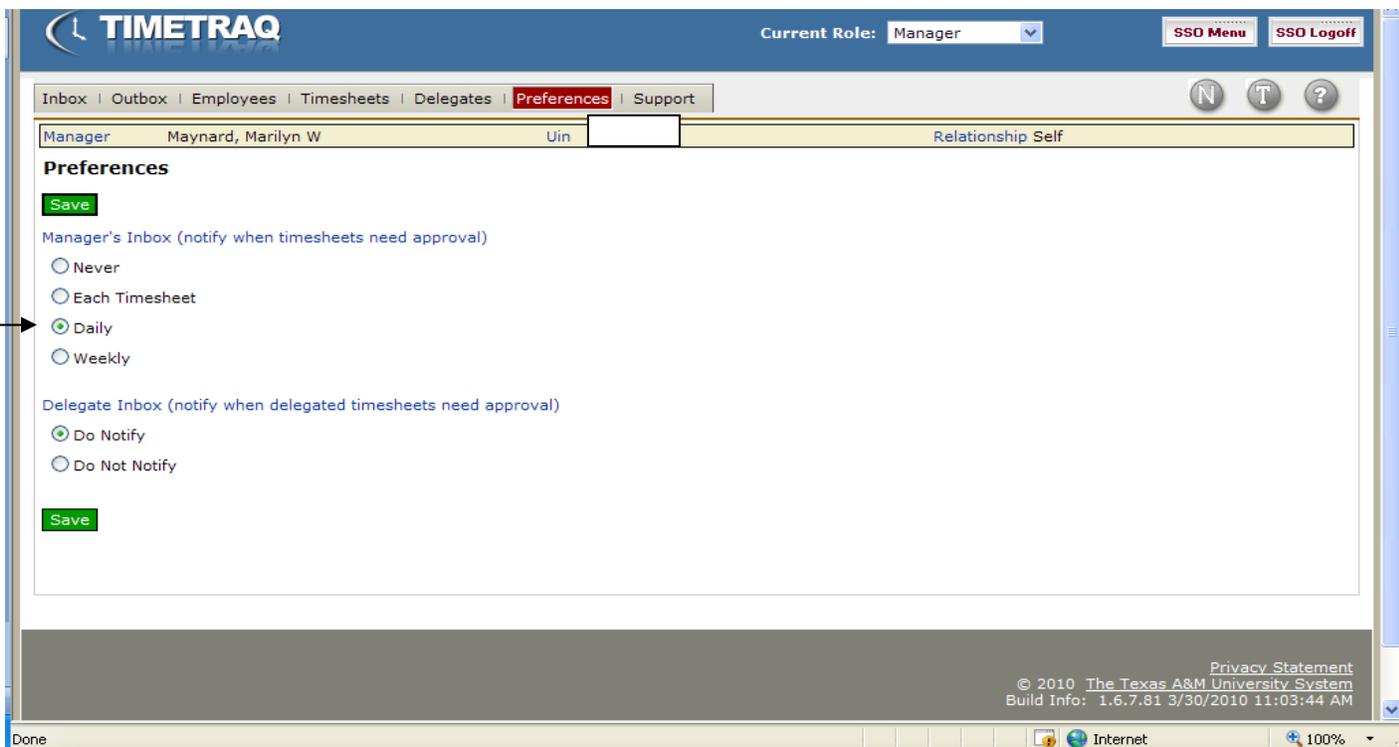
To sign on to Time Traq

<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.



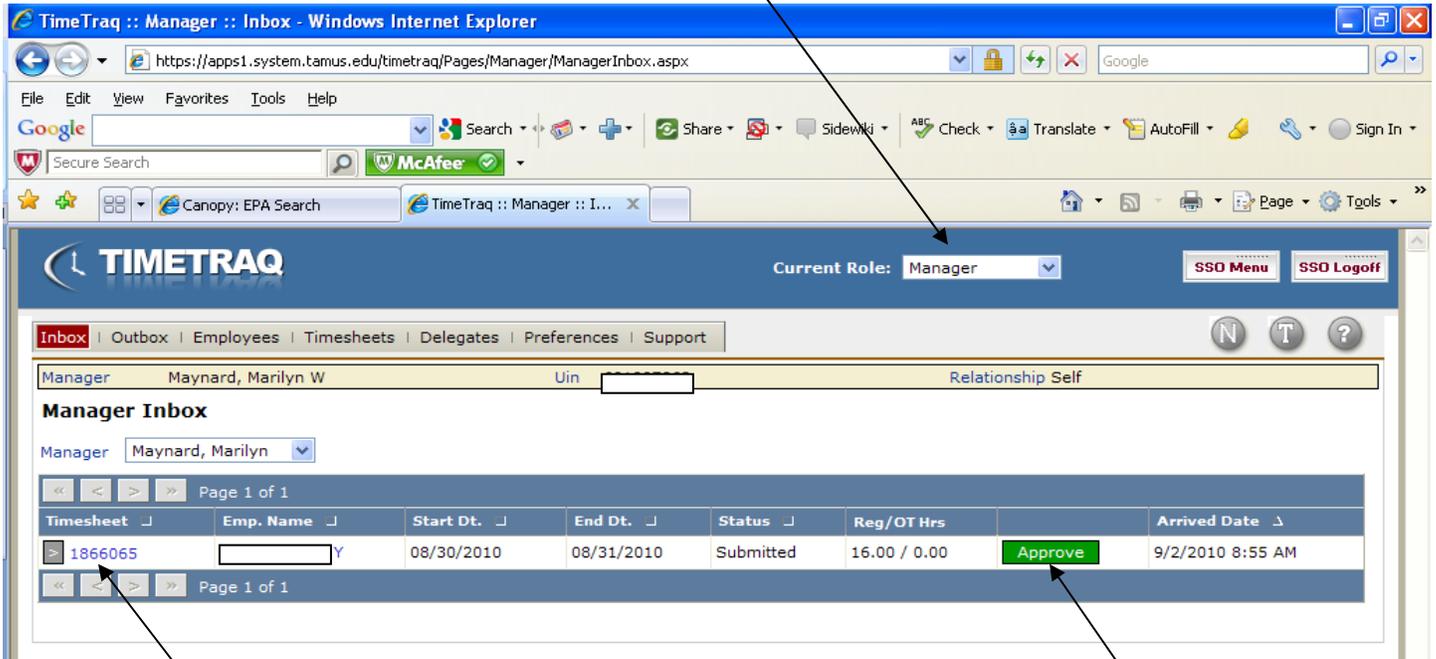
The screenshot displays the TIMETRAQ web application interface. At the top, the current role is set to "Manager". The navigation menu includes "Inbox", "Outbox", "Employees", "Timesheets", "Delegates", "Preferences" (highlighted), and "Support". The user's name is "Maynard, Marilyn W" and the relationship is "Self".

The "Preferences" section is divided into two parts:

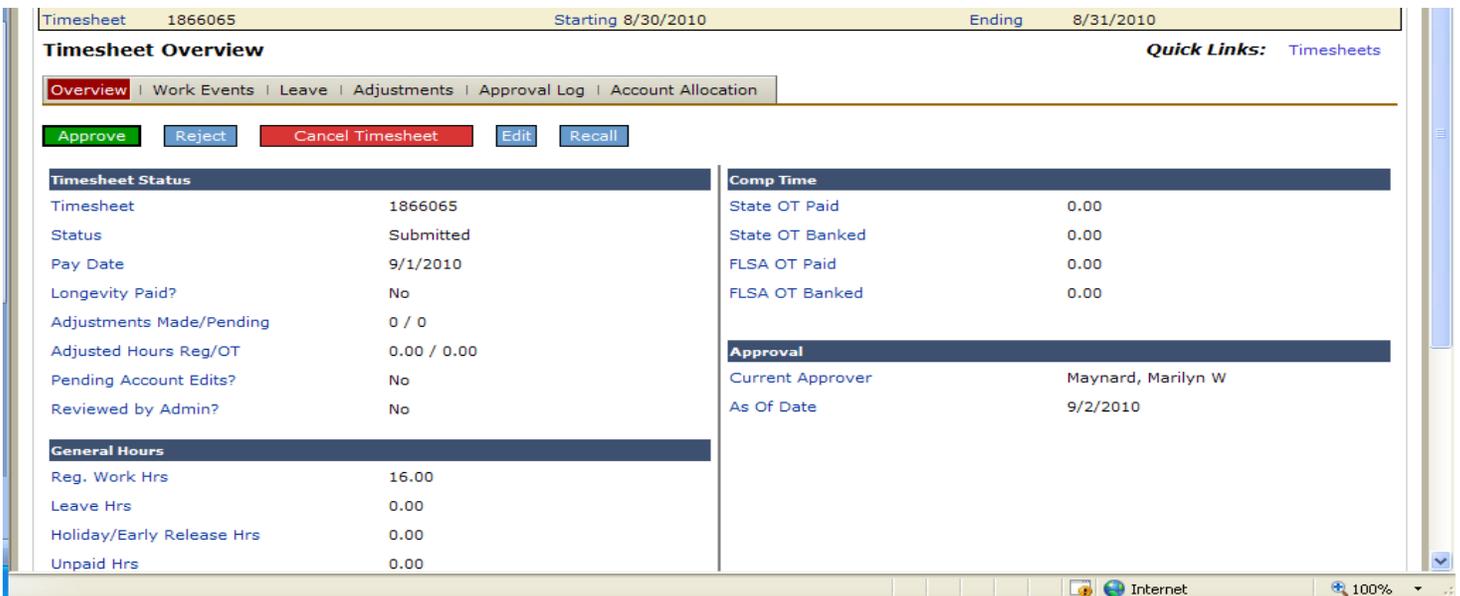
- Manager's Inbox (notify when timesheets need approval):** This section has a "Save" button and four radio button options: "Never", "Each Timesheet", "Daily" (which is selected and indicated by a black arrow), and "Weekly".
- Delegate Inbox (notify when delegated timesheets need approval):** This section has a "Save" button and two radio button options: "Do Notify" (which is selected) and "Do Not Notify".

At the bottom right, there is a "Privacy Statement" link and 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 bottom shows "Done" and "Internet".

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  or you may reject if timesheet if incorrect  or cancel 

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



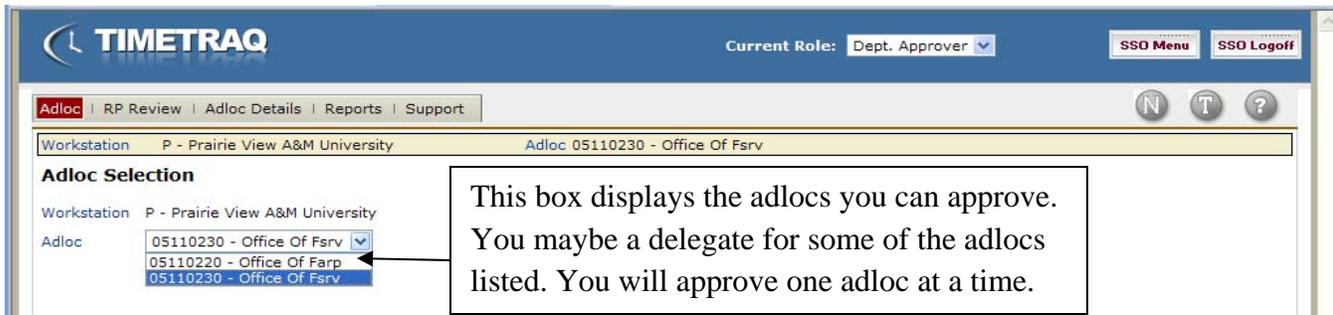
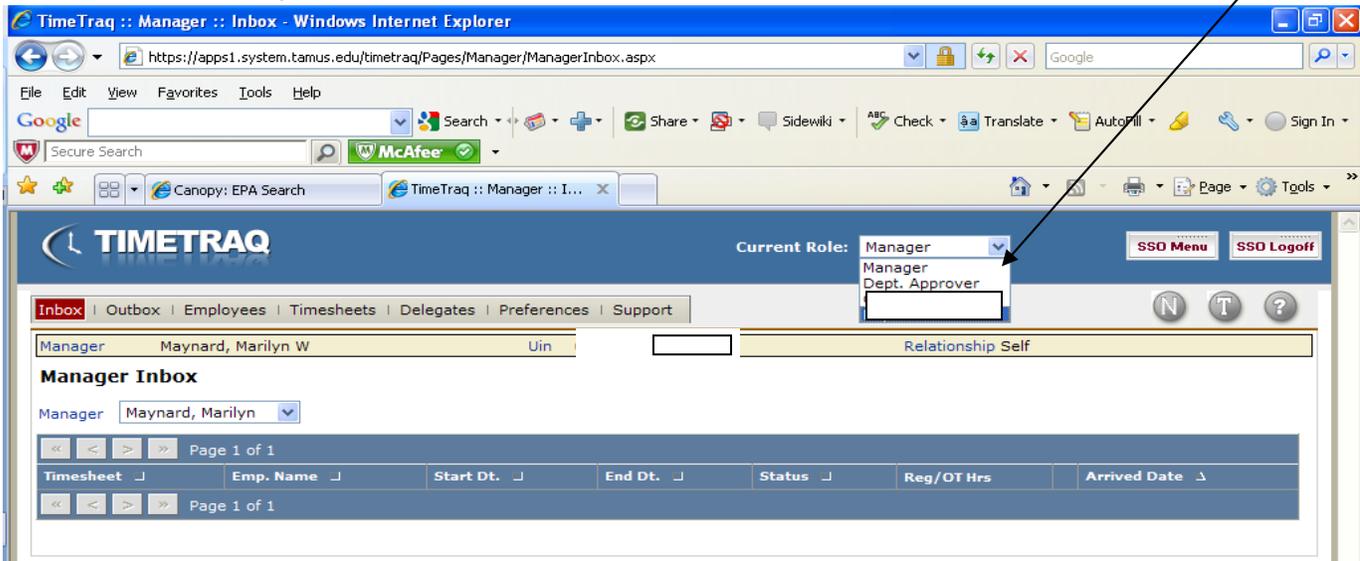
The screenshot shows the 'Manager Outbox' interface. At the top, there is a search filter for 'Manager' set to 'Maynard, Marilyn' and a date range from '08/03/2010' to '09/02/2010'. Below the search bar is a table with the following columns: Timesheet, Emp. Name, Start Dt., End Dt., Status, Action, and Date Sent. The table contains two rows of data. The first row has Timesheet ID 1866065, Status 'Approved', Action 'Approved', and Date Sent '9/2/2010 11:47 AM'. The second row has Timesheet ID 1866065, Status 'Approved', Action 'Rejected', and Date Sent '9/2/2010 11:41 AM'. A blue 'Recall' button is visible next to the first row. An arrow points from the text above to this button.

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

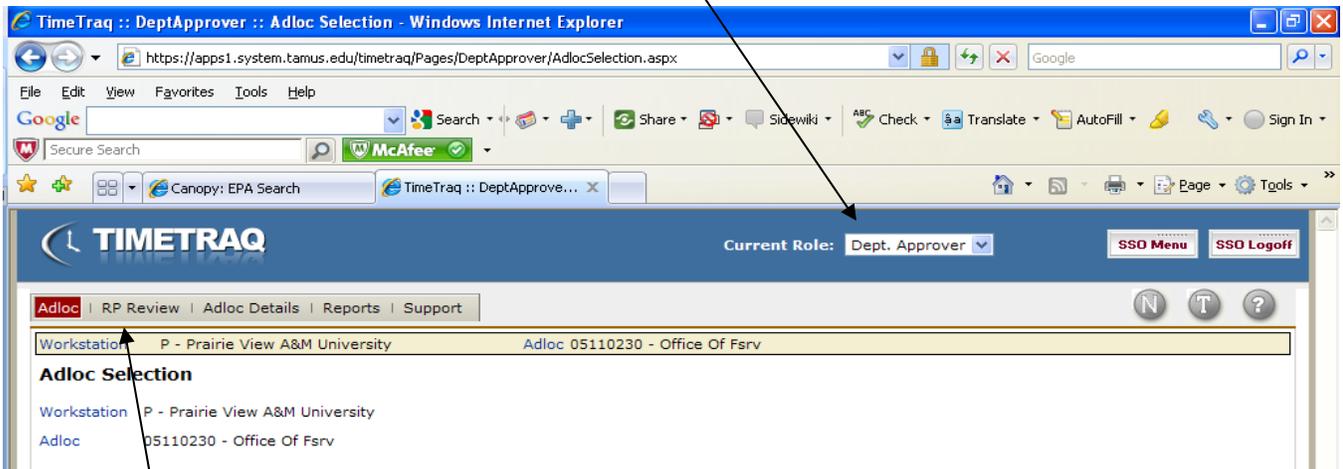
Once the recall button is clicked, the employee's timesheet goes back to the Time Traq Manager's inbox. The Time Traq Manager can click on the timesheet number and reject timesheet for correction, have employee make the corrections, and resubmit for approval.

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 Pavroll](#) 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.

The screenshot displays the TIMETRAQ web application interface. At the top, the current role is set to 'Dept. Approver'. The main navigation bar includes 'Adloc', 'RP Review', 'Adloc Details', 'Reports', and 'Support'. The current workstation is 'P - Prairie View A&M University' and the adloc is '0511230 - Office Of Fsrv'. The 'Adloc-Rpt Period Summary' section shows the following details:

- Adloc: 0511230 - Office Of Fsrv
- Rpt Period: Weekly (08/30 - 08/31 (Incomplete))
- Fiscal Year: 2010
- Status: -- All --
- Match: All Timesheets
- Employee: (empty field)

A green button labeled 'Submit Adloc To Payroll' is visible. Below this is a table of timesheet entries:

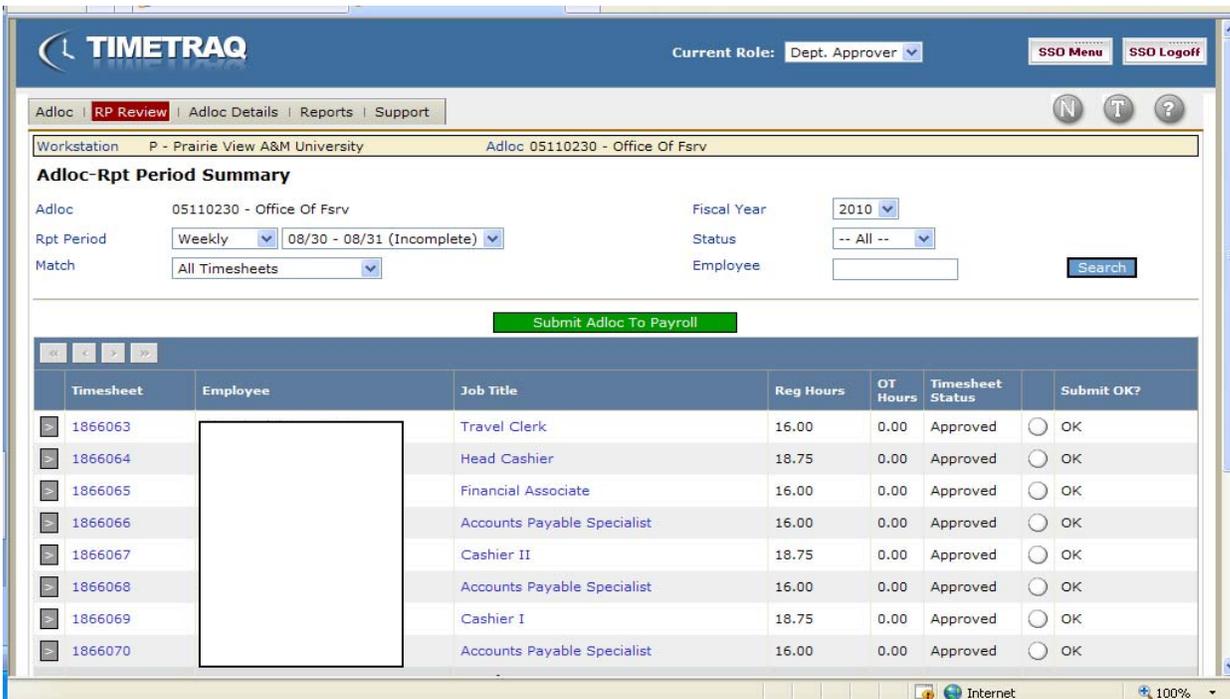
Timesheet	Employee	Job Title	Reg Hours	OT Hours	Timesheet Status	Submit OK?
1866063		Travel Clerk	16.00	0.00	Approved	<input type="radio"/> OK
1866064		Head Cashier	18.75	0.00	Approved	<input type="radio"/> OK
1866065		Financial Associate	16.00	0.00	Approved	<input type="radio"/> OK
1866066		Accounts 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.

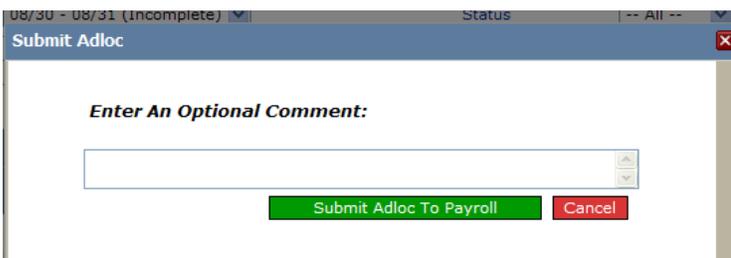
If you do not think an employee has submitted their time correctly, you are to notify the manager and ask them to recall that employee's timesheet and reject the timesheet back to the employee. The Time Traq Manager can go to their outbox and see the time sheets and click on the Recall Button 



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.



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



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**