

TimeTraq – Employee 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, employees will submit hours worked through TimeTraq. The following instructions are provided to guide you, the employee, through the timesheet submission process.

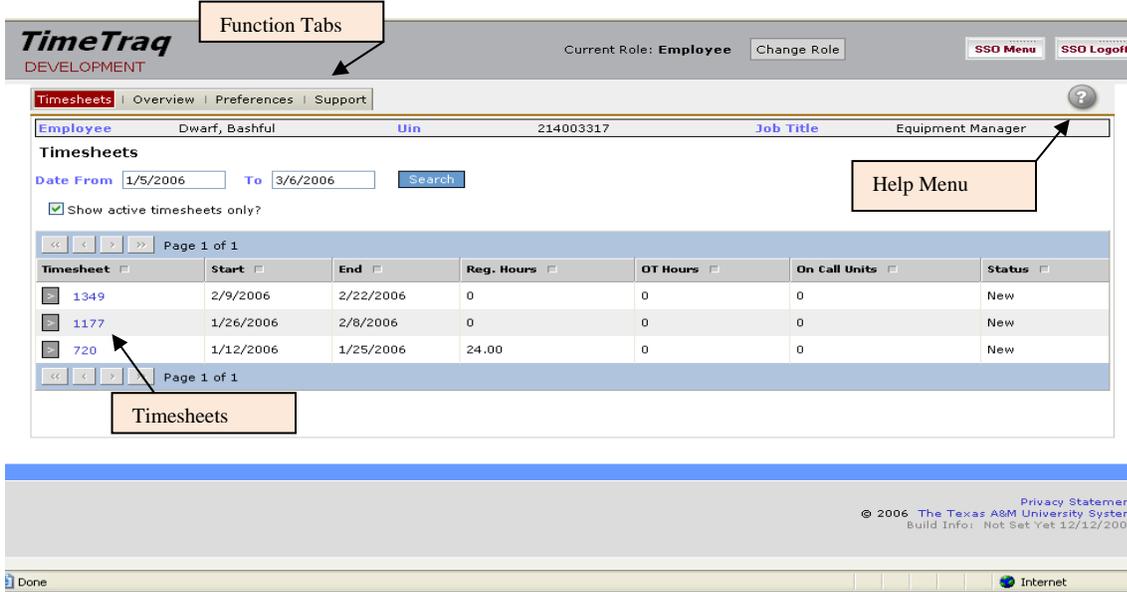
TimeTraq is accessed through Single Sign On at <https://sso.tamu.edu/>. If you have not used Single Sign On before click **New Employees – Set up your password**, and follow instructions

TimeTraq will appear on your Single Sign On Menu.

Click on TimeTraq



The Employee Home Page displays pay period information for each time sheet, allows the employee to select other sections of their record, and gain additional information through the help menu.



The screenshot shows the TimeTraq interface. At the top, there's a header with "TimeTraq DEVELOPMENT" and "Current Role: Employee". Below that, there are navigation tabs: "Timesheets", "Overview", "Preferences", and "Support". The main content area displays employee information: "Employee: Dwarf, Bashful", "Uin: 214003317", and "Job Title: Equipment Manager". There are search filters for "Date From" (1/5/2006) and "To" (3/6/2006). A table of timesheets is shown with columns: Timesheet, Start, End, Reg. Hours, OT Hours, On Call Units, and Status. The table contains three rows of data. A "Help Menu" icon is visible in the top right corner. At the bottom, there's a footer with "Privacy Statement", "© 2006 The Texas A&M University System", and "Build Info: Not Set yet 12/12/2005".

Timesheet	Start	End	Reg. Hours	OT Hours	On Call Units	Status
1349	2/9/2006	2/22/2006	0	0	0	New
1177	1/26/2006	2/8/2006	0	0	0	New
720	1/12/2006	1/25/2006	24.00	0	0	New

Below is an example of the Simple Timesheet

You may enter time in the hours fields indicated or you may click on the blue 'Fill From Schedule' button if a schedule has been selected on your record in TimeTraq.

*FYI.... Leave hours cannot be edited in TimeTraq.

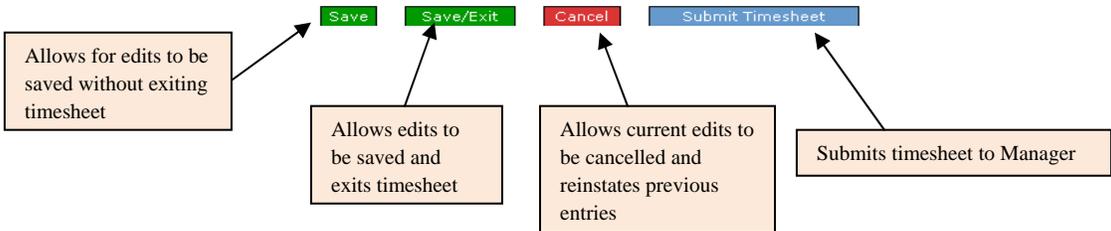
Submitted LeaveTraq hours will automatically appear as part of your TimeTraq timesheet under the 'Leave (Paid)' column.

2/9/2006 To 2/15/2006 | 2/16/2006 To 2/22/2006

Fill From Schedule [Click here to populate your standard schedule.](#)

Date	Reg. Work Hrs	Call Back	Leave (Paid)	Holiday	Total Hours	On Call Units	Leave (Unpaid)
Thu, Feb 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fri, Feb 10	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
Tue, Feb 14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wed, Feb 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Regular	Holiday	0.00		
			OT	Hours	0.00		
			On Call	Units	0.00		

Enter Hours Worked



TimeTraq TEST

Current Role: **Employee** [Change Role](#) [SSO Menu](#) [SSO Logoff](#)

Timesheets | Overview | Preferences | Support

Employee: Dwarf, Bashful | Uin: 214003317 | Job Title: Equipment Manager
 Timesheet: 1349 | Starting: 2/9/2006 | Ending: 2/22/2006

Timesheet Submission

Hours Summary		Estimated Pay Summary		
	Total Hours	Hours	Pay Rate *	Pay Amount **
Regular Work	80.00	80.00	20.00	1600.00
Call Back	0.00	Overtime Rate Hours	0.00	30.00
Total Hours Worked	80.00	Total Paid Hours	80.00	-
Leave (Paid)	0.00	On Call Units	0.00	150.00
Holiday	0.00	Total Estimated Gross Pay		1600.00
Total Paid Hours	80.00	* Pay rate may not consider recent activity or position changes.		
On Call Units	0.00	** Gross pay is estimated; actual pay may differ.		
Leave (Unpaid)	0.00			

Comp Time

	Available Hours	Bank hours	Pay Out Hours
State Overtime Hours	0.00	0.00	0.00
FLSA Overtime Hours	0.00	0.00	0.00

Certification

By checking the box below I give my certification to the hours and work performed during the period covered by this timesheet.

I certify that the hours reported on this form are true and correct.

Comments

Click the certification box if your hours are true and correct.



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