

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.

A screenshot of the TimeTraq web application interface. The page has a header with the 'TimeTraq DEVELOPMENT' logo, a 'Current Role: Employee' indicator, a 'Change Role' button, and 'SSO Menu' and 'SSO Logout' links. Below the header is a navigation bar with tabs: 'Timesheets', 'Overview', 'Preferences', and 'Support'. The main content area is titled 'Employee' and shows details for 'Dwarf, Bashful' with a 'Uin' of '214003317' and a 'Job Title' of 'Equipment Manager'. There is a 'Timesheets' section with a search filter for dates from '1/5/2006' to '3/6/2006' and a 'Search' button. Below this is a table of timesheets. Annotations with arrows point to specific parts: 'Function Tabs' points to the navigation bar; 'Help Menu' points to a question mark icon in the top right; and 'Timesheets' points to the table header. The table has columns: 'Timesheet', 'Start', 'End', 'Reg. Hours', 'OT Hours', 'On Call Units', and 'Status'. It shows three rows of data for timesheets 1349, 1177, and 720. The footer contains a 'Privacy Statement' link, copyright information for '© 2006 The Texas A&M University System', and a 'Build Info' field. A 'Done' button is visible in the bottom left corner.

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	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00
Fri, Feb 10	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00
Sat, Feb 11	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00
Sun, Feb 12	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00
Mon, Feb 13	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00
Tue, Feb 14	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00
Wed, Feb 15	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Regular	Hours	0.00		
			OT	Hours	0.00		
			On Call	Units	0.00		

Enter Hours Worked

Save

Save/Exit

Cancel

Submit Timesheet

Allows for edits to be saved without exiting timesheet

Allows edits to be saved and exits timesheet

Allows current edits to be cancelled and reinstates previous entries

Submits timesheet to Manager

TimeTraq
Current Role: Employee
Change Role
SSO Menu
SSO Logout

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

Submit Timesheet

Return to Timesheet

Submit or Return Timesheet

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