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.

Manager Inbox

<table>
<thead>
<tr>
<th>Timesheet</th>
<th>Emp. Name</th>
<th>Start Dt.</th>
<th>End Dt.</th>
<th>Status</th>
<th>Reg/OT Hrs</th>
<th>Approved</th>
<th>Arrived Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>219</td>
<td>Moldenhauer, Darcey L</td>
<td>02/09/2006</td>
<td>02/22/2006</td>
<td>Submitted</td>
<td>36.00 / 0</td>
<td>Approved</td>
<td>2/22/2006 11:30 AM</td>
</tr>
<tr>
<td>272</td>
<td>Dow, Margaret S</td>
<td>02/09/2006</td>
<td>02/22/2006</td>
<td>Submitted</td>
<td>80.00 / 0</td>
<td>Approved</td>
<td>2/22/2006 8:45 AM</td>
</tr>
</tbody>
</table>

Click timesheet for overview

Hours submitted for pay period

Quick Approve Button

To view daily activity click on WORK EVENTS

Timesheet Overview

<table>
<thead>
<tr>
<th>Overview</th>
<th>Work Events</th>
<th>Prior Period Adjustments</th>
<th>Approval Log</th>
<th>Account Allocation</th>
</tr>
</thead>
</table>

Approve | Reject | Cancel Timesheet | Edit | Recall |

Timesheet Status

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

General Hours

- Reg. Work Hrs: 50.50
- 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, Lorice K
- As Of Date: 2/22/2006 12:14:18 PM

Comp Time will automatically feed to LeaveTraq

Action Buttons

As Supervisor, you can open and edit timesheet if employee is not available.

WORK EVENTS shows daily activity including Hours Worked, Leave, Holidays, and Unpaid Leave.

Leave must be entered in LeaveTraq first, but then it is fed directly to TimeTraq.
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.

If you have any questions or problems, contact (your unit payroll contact)