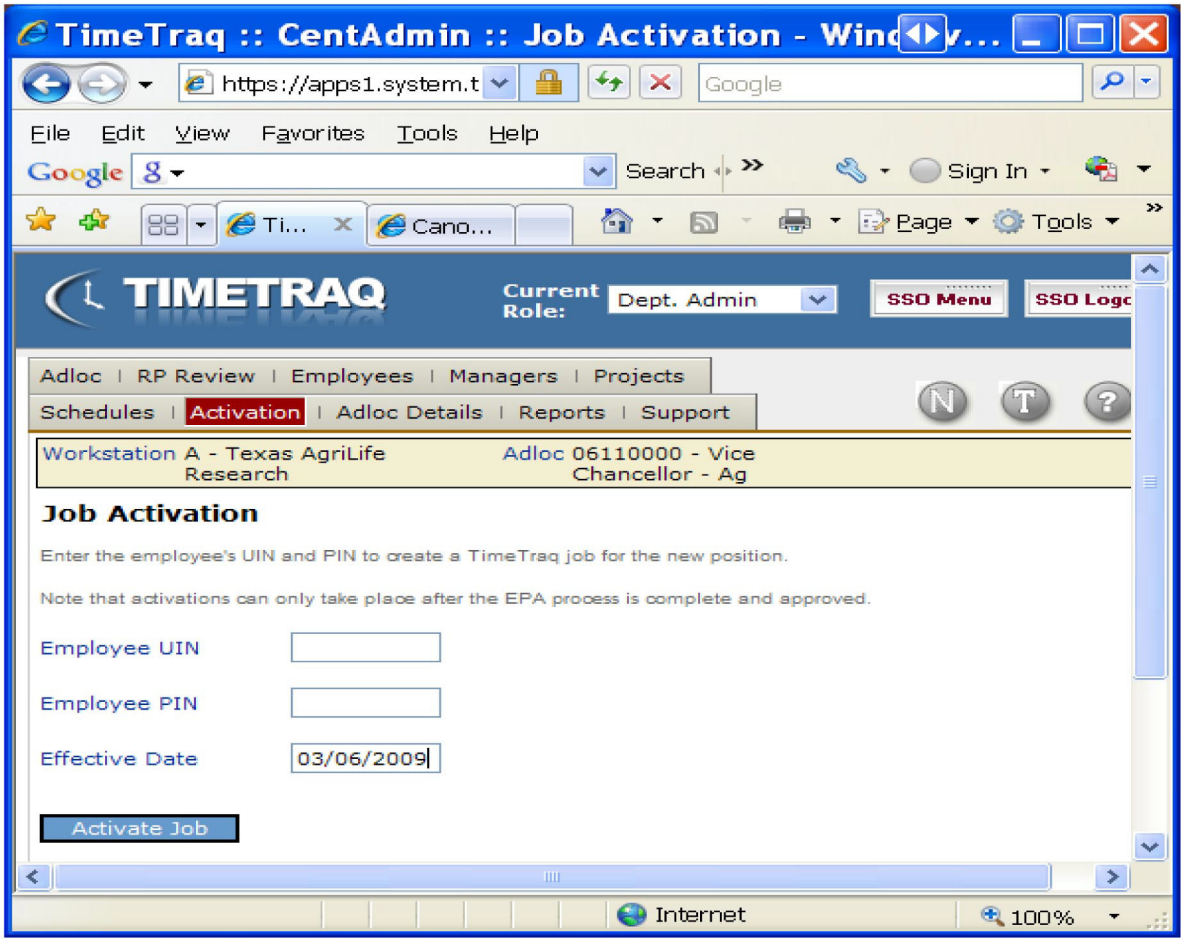
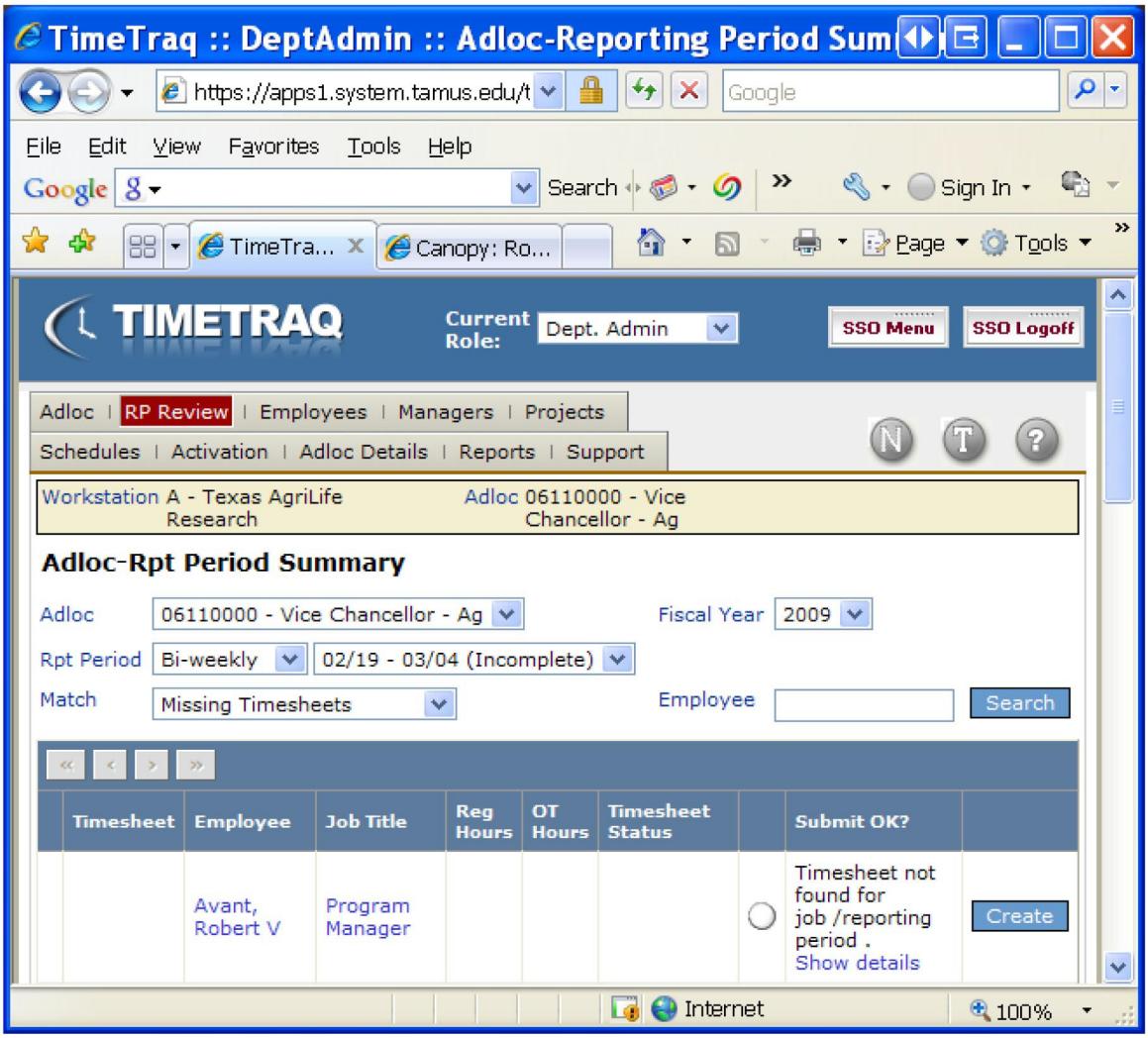
Activating Jobs and Manually Creating Time Sheets

Using an overnight process, TimeTraq automatically activates new positions as they are created in BPP. This is done twice weekly on Tuesday and Thursday. If you have a new employee and cannot wait for the automated process, you will need to use the job activation function and then manually activate the time sheet.

1. Click on the “ACTIVATION” tab
2. Enter the Employee’s UIN
3. Enter the Employee’s PIN
4. Enter the Effective Date (MM/DD/YYYY)
5. Click on “ACTIVATE JOB”



6. Click on the “RP REVIEW” tab
7. Change the drop-down box titled “MATCH” to “MISSING TIMESHEETS”
8. Click on “SEARCH”
9. Click on the “CREATE” button



The time sheet has now been created and the employee can input their hours. Don't forget that you still have to assign a work schedule and holiday schedule for this employee.