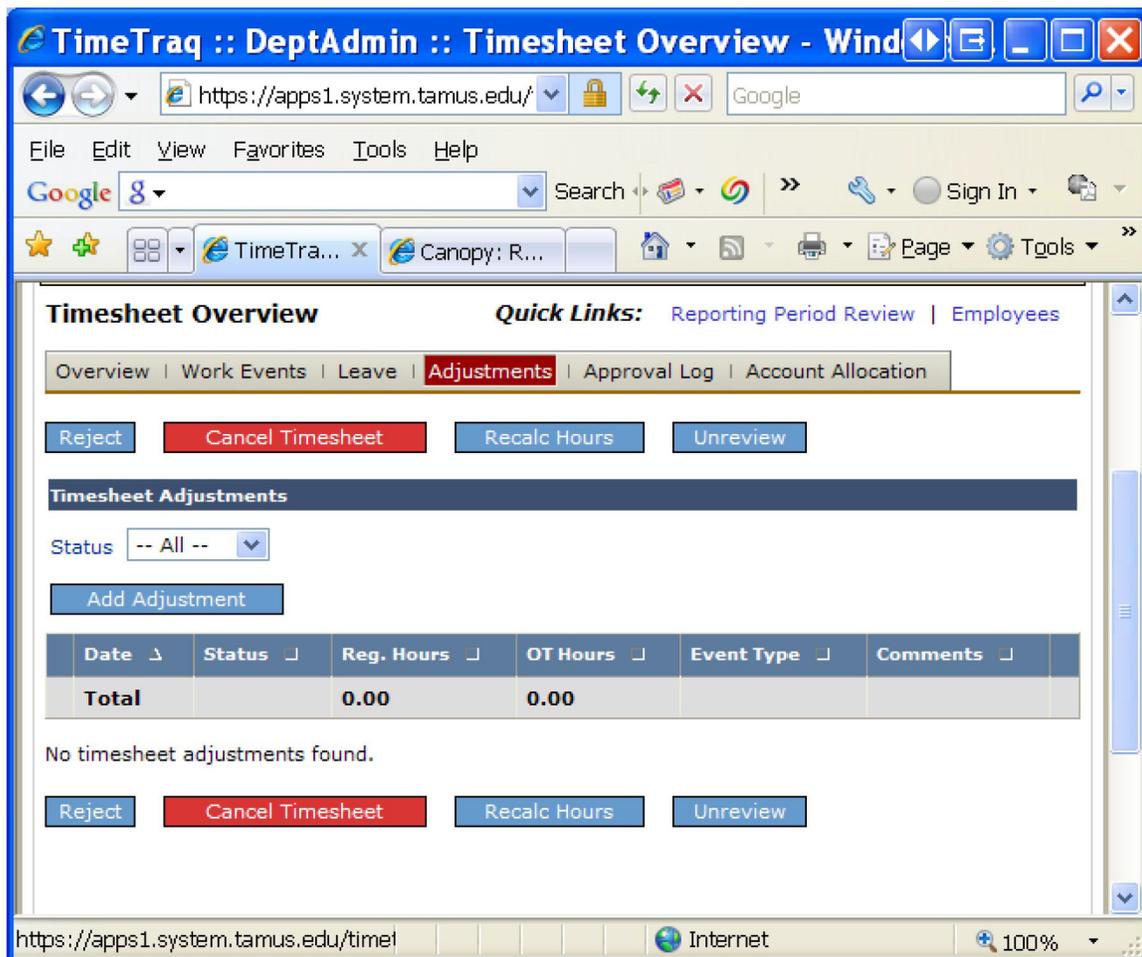


Making an Adjustment in TimeTraq

1. Choose the “DEPARTMENT ADMINISTRATOR” role
2. Click on “RP REVIEW”
3. Click on the actual employee’s time sheet number
4. Click on “ADJUSTMENTS” which will be in the gray bar
5. Click on the blue box that reads “ADD ADJUSTMENT”



Under “ADJUSTMENT DETAILS” you will need to enter in the actual information for the adjustment. An entry must be made for each day separately; they should not be combined. If the adjustment is to pay for overtime e, you must go back to the employee’s last time sheet and determine if the overtime should be paid at straight time or at time and a half.

6. In the “DATE” box enter the date of the first entry
7. For “EVENT TYPE” select “REGULAR WORK” from the drop-down box
8. Change the “STATUS” from “PENDING” to “DONE”
9. Do not enter anything for “OBJECT CLASS”

10. Do not enter anything for "ACCT. ANALYSIS"

Under "REGULAR TIME or OVERTIME" you will need to enter the following:

11. In the "HOURS" box, enter the number of hours worked for the first date of entry
12. In the "BASE PAY" box, the rate should be left as it is
13. The only time you would use the "BACK HOURS OUT OF PAY" box is if you are actually taking hours away from an employee. This is rare and should be used with extreme caution.
14. Enter in the "COMMENTS" box why you are making the adjustment
15. Click on the green "SAVE" button

To make another adjustment, repeat steps 5 through 15.

The screenshot shows the 'TimeTraq :: DeptAdmin :: Timesheet Overview' window. The browser address bar shows the URL: <https://apps1.system.tamus.edu/timetraq/>. The page has a navigation menu with 'Adjustments' selected. The main content area is titled 'Timesheet Adjustment Add/Update' and contains the following form fields:

- Save** (green button) and **Cancel** (red button)
- Adjustment Details**
 - Date: 02/02/2009
 - Event Type: Reg. Work (dropdown)
 - Status: Done (dropdown) NOTE: Adjustments in a 'Done' status are considered approved
 - Object Class: (Normally left blank) - Only specify if you want to override the Object Class on the BPP Budget. Do not use without permission from your payroll office.
 - Acct. Anal. No.: (Normally left blank) - Last 12 characters only
 - Add Shift Differential Amount to Pay When Feeding BPP?
- Regular Time**
 - Hours: 2.0
 - Base Rate: 7.50 **Look Up**
 - Back Hours Out of Pay?
- Overtime**
 - Hours: 0.00
 - Base Rate: 11.25
 - Back Hours Out of Pay?
- NOTE: Do not include extra amounts for shift differential, if applicable, in the adjustment's base rate.
- Comments**
 - Employee's EPA was not processed in time, therefore time sheet was not available
- Save** (green button) and **Cancel** (red button)