TimeTraq
Tips and Tricks

Holidays and Early Release

In the event of an unexpected holiday, or an early release, you will need to proceed with the following procedures:

FIRST, if an employee has submitted a LEAVE request, that leave must be corrected before the TIMESHEET can be submitted properly.   If you don't know who is using leave for Friday, you can contact Anna Dean for simple instructions.

THE DEPARTMENT ADMINISTRATOR'S ROLES:

For timesheets that have ONLY BEEN SUBMITTED, and not approved:
1. Select each **budgeted** employee's timesheet individually for the specific pay period.
2. The Dept Admin may then go under WORK EVENTS and EDIT the timesheet
3. Go under EDIT mode for the appropriate week containing the new Holiday/Early Release.
4. Make sure the hours worked on the appropriate day are correct and do not include what will be added as the Holiday/Early Release.
5. SAVE the timesheet and the Holiday/Early Release time will then populate the timesheet.
6. SUBMIT the timesheet for each employee. You will have to enter why you are submitting the timesheet for the employee. Cite an early release as the reason.
7. The MANAGER will then have to APPROVE the timesheet.
8. Or, if you are set up as a DELEGATE for the Manager, you may approve the timesheet.

For timesheets that have already been APPROVED:
1. DEPT ADMIN will need to REJECT the timesheet
2. This will allow you to EDIT the timesheet following the instructions above.
3. The MANAGER will then have to APPROVE the timesheet, or if you are a DELEGATE, you may approve the timesheet.

Always be sure to check your wage employees to ensure they are not scheduled to work on the newly granted Holiday/Early Release if they are not working.

TimeTraq Tutorials

Several tutorial programs have been added in TimeTraq to aid all types of program users. They contain easy to follow and easy to read step-by-step instructions with screen prints that show the user exactly what to do.

For The Employee:
Entering and Submitting Simple Timesheets
Entering and Submitting Projects-based Timesheets
Quick Tips for Employees

For The Manager:
Approving Timesheets
Reviewing Timesheets
Editing and Submitting Timesheets
Quick Tips for Managers

For The Department Administrator:
Setting Up New Employees
Managing a Department's Projects
Assigning Projects to New Employees
Working with Shared Projects
Quick Tips for Administrators

For The Department Approver:
Approving an Adloc's Timesheets

TimeTraq Blog and TimeTraq Help

Both of these programs provide useful and relevant information for department administrators to use. The blog is updated after any pertinent question is asked by an administrator or when new versions of TimeTraq are implemented and what changes will be seen.

TimeTraq Reports

There are several reports available for use in the TimeTraq program, such as:

ADLOC Payroll Detail by Account
ADLOC Payroll Detail by Name
ADLOC Payroll Detail by Project
Project Cost Detail
Overtime Payments
Timesheet Adjustment Report
ADLOC Payroll Detail from P2Pay by Account
ADLOC Payroll Detail from P2Pay by Name

Workstation/Pay Period Summary
Approval Exceptions Report
On Call/Callback Cost Report
Weekly Overtime Worked
Employees with Multiple Jobs
Employees w/o Managers Report
Employee Status
Role/Security Status
Job Action History
Terminations Report

Account Allocations

Remember to always RECALC hours for any timesheet that has been SUBMITTED and
has had an EPA reach completed status after the fact. If the EPA contains information
that will affect the timesheet (source changes, increase in pay, etc.), you must RECALC
the timesheet to pull the most current data from the EPA

Activation

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, use the job activation function.

To do so, click the "Activation" tab, enter the new employee's UIN, PIN, and effective
date and click Activate Job. This will scan the BPP budget for the employee's
information and create his/her job in TimeTraq.

If he/she is to fill out a timesheet in the current pay period, you'll also need to go into the
Adloc/Pay Period review screen and, using the Match filter, display the new employee's
record for the current pay period. Click the Create Timesheet button to create his/her
missing timesheet.