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.
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
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.