TimeTraq – Employee Instructions

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. You will not longer submit a paper timesheet. Effective immediately you will submit hours worked through TimeTraq. The following instructions are provided to guide you through the 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 now appear on your Single Sign On Menu.

Click on TimeTraq

SSOMenu
- ▶ HR Connect
- ▶ LeaveTraq
- ▶ TimeTraq

The screen that appears will list all NEW or OPEN Timesheets, or timesheets that have not yet been submitted. If you check the box *Show Active Timesheets Only*, timesheets for only the current pay period and possibly the next pay period will appear.

Click on time sheet to enter hours

Timesheet	Start	End	Reg. Hours	OT Hours	Status
> 243	2/9/2006	2/22/2006	0	0	New

Time Entry screen is where you will enter actual hours worked. This information replaces the paper timesheet.

Click on WORK WEEK tab to enter actual hours worked.

Leave and Holiday hours will automatically populate with info from LeaveTraq, but you must enter hours in LeaveTraq first.

Time Entry

| 2/9/2006 To 2/15/2006 | 2/16/2006 To 2/22/2006 |

Fill From Schedule — Click here to populate your standard schedule.

Date	Reg. Work Hrs	Leave (Paid)	Holiday	Total Hours	Leave (Unpaid)
Thu, Feb 9	0.00	0.00	0.00	0.00	0.00
Fri, Feb 10	0.00	0.00	0.00	0.00	0.00
Sat, Feb 11	0.00	0.00	0.00	0.00	0.00
Sun, Feb 12	0.00	0.00	0.00	0.00	0.00
Mon, Feb 13	0.00	0.00	0.00	0.00	0.00
Tue, Feb 14	0.00	0.00	0.00	0.00	0.00
Wed, Feb 15	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.00	0.00	0.00	0.00
		Regular	Hours	0.00	
		OT	Hours	0.00	

[Save] [Save/Exit] [Cancel] [Submit Timesheet]

Enter actual hours worked on a daily, weekly, or biweekly basis

Click SAVE after entering hours

Submit Timesheet no later then the day following the end of the pay period. (Thursday)

A summary of hours submitted and estimated pay will appear. Verify the Total Hours and scroll to the bottom of the screen to *CERTIFY hours reported are true and correct*, and then SUBMIT TIMESHEET.

Certification

By checking the box below I give my certification to the hours and work performed during the period covered by this timesheet.

☐ I certify that the hours reported on this form are true and correct.

Comments

[   ]

[Submit Timesheet]   [Return to Timesheet]

Once submitted, the timesheet will appear on your supervisors TimeTraq In-Box for approval.

Use the Overview, Preferences, and Support tabs to review your personal payroll information, set email notifications, contact support, and various other features.

TimeTraq   Current Role: **Employee**   Change Role   SSO Menu   SSO Logof

Timesheets | Overview | Preferences | Support   ?

| Employee | | Uin | | Job Title | |
| Timesheet | 235 | Starting | 2/9/2006 | Ending | 2/22/2006 |

Time Entry

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