

TimeTraq – Supervisor 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. Paper timesheets will no longer be submitted. Effective immediately, your employees will submit hours worked through TimeTraq. The following instructions are provided to guide you, the supervisor, through the approval 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 your password*, and follow instructions.

TimeTraq will appear on your Single Sign On Menu.

Click on TimeTraq



The screen that appears will be your TimeTraq 'Inbox' and list all Timesheets needing your approval.

Manager Inbox

Page 1 of 1

Timesheet	Emp. Name	Start Dt.	End Dt.	Status	Reg./OT Hrs	Arrived Date
233	Moldenhauer, Darcee L	02/09/2006	02/22/2006	Submitted	36.00 / 0	2/22/2006 11:30 AM
272	Dow, Margaret S	02/09/2006	02/22/2006	Submitted	80.00 / 0	2/22/2006 8:45 AM

Click timesheet for overview

Hours submitted for pay period

Quick Approve Button

To view daily activity click on WORK EVENTS

Timesheet Overview

Quick Links: T

Overview | Work Events | Prior Period Adjustments | Approval Log | Account Allocation

Approve | Reject | Cancel Timesheet | Edit | Recall

Timesheet Status

Timesheet: 270
 Status: Submitted
 Pay Date: 3/3/2006
 Longevity Paid?: No

Work hours submitted

General Hours

Reg. Work Hrs: 58.50
 Leave Hrs: 22.00
 Holiday Hrs: 0.00
 Unpaid Hrs: 0.00

Comp Time

State OT Paid: 0.00
 State OT Banked: 0.50
 FLSA OT Paid: 0.00
 FLSA OT Banked: 0.00

Comp Time will automatically feed to LeaveTraq

Approval

Current Approver: Lewis, Loree K
 As Of Date: 2/22/2006 12:14:18 PM

Leave must be entered in LeaveTraq first, but then it is fed directly to TimeTraq.

Approve | Reject | Cancel Timesheet | Edit | Recall

Action Buttons

As Supervisor, you can open and edit timesheet if employee is not available.

WORK EVENTS shows daily activity including Hours Worked, Leave, Holidays, and Unpaid Leave.

Overview | **Work Events** | Prior Period Adjustments | Approval Log | Account Allocation

Approve | Reject | Cancel Timesheet | Edit | Recall

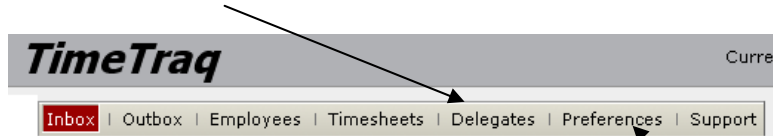
2/9/2006 To 2/15/2006

Date ▲	Regular Work ☐	Call Back ☐	Leave (Paid) ☐	Holiday ☐	Total Hours ☐	On Call ☐	Leave (Unpaid)
Thu, Feb 9	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Fri, Feb 10	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Sat, Feb 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sun, Feb 12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon, Feb 13	0.00	0.00	8.00	0.00	8.00	0.00	0.00
Tue, Feb 14	4.00	0.00	4.00	0.00	8.00	0.00	0.00
Wed, Feb 15	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Totals	28.00	0.00	12.00 Reg OT On Call	0.00 Hours Hours Units	40.00 40.00 0.00 0.00	0.00	0.00

Timesheet may be approved at any point by clicking the green APPROVE tab.



Out of the office a lot? Set up a delegate to approve timesheets in your absence.



Set up your own personal preferences.

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