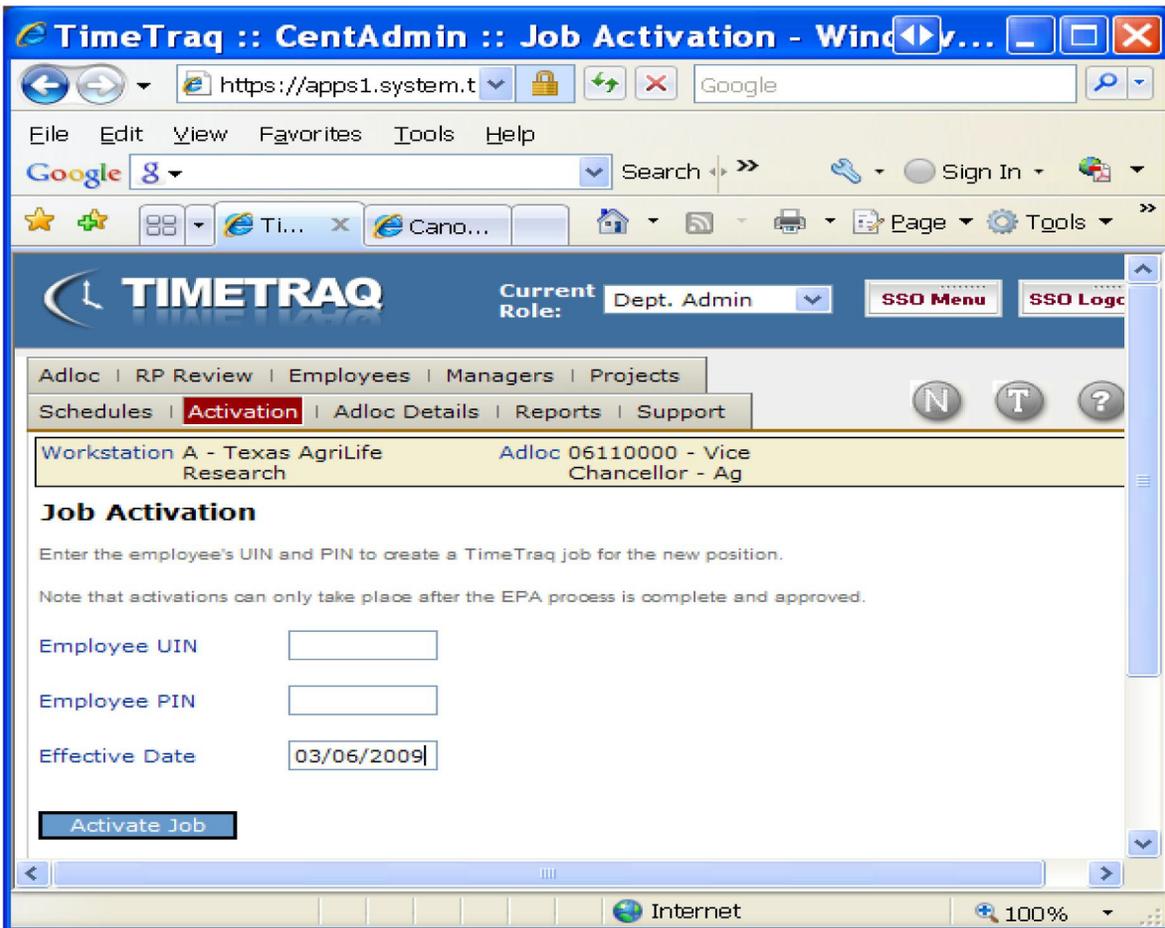


## Activating Jobs and Manually Creating Time Sheets

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, you will need to use the job activation function and then manually activate the time sheet.

1. Click on the “ACTIVATION” tab
2. Enter the Employee’s UIN
3. Enter the Employee’s PIN
4. Enter the Effective Date (MM/DD/YYYY)
5. Click on “ACTIVATE JOB”



The screenshot shows a web browser window titled "TimeTraq :: CentAdmin :: Job Activation - Window...". The address bar shows "https://apps1.system.t...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The search bar contains "Google". The browser's toolbar shows "Ti...", "Cano...", and "Page". The main content area displays the "TIMETRAQ" logo, "Current Role: Dept. Admin", "SSO Menu", and "SSO Logc". The navigation menu includes "Adloc", "RP Review", "Employees", "Managers", "Projects", "Schedules", "Activation", "Adloc Details", "Reports", and "Support". The "Activation" tab is selected. The main content area shows "Workstation A - Texas AgriLife Research" and "Adloc 06110000 - Vice Chancellor - Ag". The "Job Activation" section contains the following text: "Enter the employee's UIN and PIN to create a TimeTraq job for the new position. Note that activations can only take place after the EPA process is complete and approved." Below this text are three input fields: "Employee UIN", "Employee PIN", and "Effective Date" (with the value "03/06/2009" entered). An "Activate Job" button is located below the input fields. The browser's status bar shows "Internet" and "100%".

6. Click on the “RP REVIEW” tab
7. Change the drop-down box titled “MATCH” to “MISSING TIMESHEETS”
8. Click on “SEARCH”
9. Click on the “CREATE” button

The screenshot shows the TimeTraq web application interface. At the top, the browser title is "TimeTraq :: DeptAdmin :: Adloc-Reporting Period Sum". The address bar shows the URL "https://apps1.system.tamus.edu/t". The application header includes the "TIMETRAQ" logo, the current role "Dept. Admin", and buttons for "SSO Menu" and "SSO Logoff".

Navigation tabs include "Adloc", "RP Review", "Employees", "Managers", "Projects", "Schedules", "Activation", "Adloc Details", "Reports", and "Support". The current page is "Adloc-Rpt Period Summary".

Form fields include:
 

- Adloc: 06110000 - Vice Chancellor - Ag
- Fiscal Year: 2009
- Rpt Period: Bi-weekly, 02/19 - 03/04 (Incomplete)
- Match: Missing Timesheets
- Employee: (empty field)

A "Search" button is located next to the Employee field. Below the form is a table with the following data:

Timesheet	Employee	Job Title	Reg Hours	OT Hours	Timesheet Status	Submit OK?
	Avant, Robert V	Program Manager				<input type="radio"/> Timesheet not found for job /reporting period . <a href="#">Show details</a>

A "Create" button is located next to the "Submit OK?" column for the first row.

The time sheet has now been created and the employee can input their hours. Don't forget that you still have to assign a work schedule and holiday schedule for this employee.