TimeTraq

For TAMU Managers

Payroll Services
Texas A&M University
845-2711
http://finance.tamu.edu/payroll
TimeTraq

- TimeTraq is the timesheet entry application developed for the Texas A&M University System
- The TimeTraq application
  - Allows employees & managers to submit and edit timesheets
  - Can be accessed through any available internet connection – home, office, etc.
Objectives

- Logging on and off
- Accessing the help function
- Editing and approving timesheets
- Viewing the employee record
- Viewing Manager delegates
- Editing manager preferences
- Accessing support from department & agency administrators
Manager Role

- Prompt correction and approval of timesheets
- Keeping informed of The Texas A&M University and System Policies and Regulations, TAMU Rules and Standard Administrative Procedures regarding work hours and leave
- Approval of LeaveTraq requests for submissions of current pay period timesheets in TimeTraq
TimeTraq Key Points

- All LeaveTraq submissions must be entered before entry or approvals in TimeTraq may be completed.
- Information concerning the employee’s job record can only be updated by the department administrator.
- A person can have more than one role in TimeTraq – Employee, Manager, Department Administrator.
Accessing TimeTraq

Log into TimeTraq via Single Sign On (SSO)
at https://sso.tamu.edu

Training Logon Information
If you have been referred to this site to take online training, such as the Information Security Awareness course, and if you are unsure how to logon to SSO, please read the following.

Enter your UIN and Password

- English
- Español

UIN: 
Password: 

Submit

> New Employees - Set up your password
> I forgot my password
> Use your one-time (temporary) password

All logon attempts are logged.
Accessing TimeTraq

Click on ‘TimeTraq’ to enter the system
Are you in the right role?

When you first log on, you’ll need to verify that you are in the correct role for the job you need to do.

• Employee role – submit & edit timesheets
• Manager role – edit & approve timesheets
• Department Administrator – maintain adloc in TimeTraq

If you have multiple roles you can change your role by placing your mouse cursor over the ‘Change Role’ box and clicking on the role you need.

FYI - You may be designated to a single role and TimeTraq will default to that role when you log on.
The “home screen” for Managers is the Inbox, which is indicated by the highlighted function tab below.

Each function tab allows you to view other screens, which will be covered throughout this training.
Inbox

- The Manager’s Inbox is used to review, approve and reject their employees’ timesheets.
- The Manager dropdown allows the user to see the inboxes of any manager he/she is a Delegate for.

To review a timesheet click the gray arrow button or the timesheet number.

To approve the employee’s timesheet click on the green ‘Approve’ button.
Timesheet Concepts

- A manager’s default view of a timesheet is read-only.
  - Managers can also edit and submit employees’ timesheets

- Timesheets can contain 1 or 2 weeks of work, depending on the department’s rule

- Employees normally enter only the number of Regular Hours Worked per day
Some departments allow employees to be paid for “On Call” time; these employees will also enter On Call and Call Back time.

A budgeted employee’s timesheets may also contain leave and holiday hours:
- Leave time is automatically pulled in from LeaveTraq
- Holiday hours are pulled in from the employee’s holiday schedule
Reviewing a Timesheet

- Managers have a variety of ways to select an employee’s timesheet for review:
  - Manager’s Inbox – shows timesheets needed approval
  - Manager’s Outbox – shows timesheets you’ve approved/rejected
  - Employees Screen – lists your employees & provides a link to the employee’s timesheets
  - Timesheets Screen – lists timesheets for a selected employee

- Using one of these screens, selecting an employee’s timesheet will display the Timesheet Review screen
Reviewing a Timesheet

The Timesheet Review screen provides summary and detailed information, including:

- Summary hours data, including overtime, holiday, and leave
- Detailed hours data, including overtime, holiday, and leave
- Adjustments
- Approvals
- Current approver
Before approving a timesheet, you are responsible for ensuring the accuracy of the hours reported, including:

- Regular work
- On Call and Callback hours, if applicable
- Leave, for budgeted employees
- Holidays, for budgeted employees
- Overtime
 Managers are also responsible for ensuring that leave documents related to a timesheet are:

- Entered and submitted by the employee within 1 day of the pay period ending
- Approving the leave documents within 1 day of their being submitted
### Timesheet Overview

|------------------|-----------|------|--------|-----------|----------|----------|----------------|----|

#### General Hours

<table>
<thead>
<tr>
<th></th>
<th>Reg. Work Hrs</th>
<th>30.00</th>
<th>Leave Hrs</th>
<th>0.00</th>
<th>Holiday Hrs</th>
<th>0.00</th>
<th>Unpaid Hrs</th>
<th>0.00</th>
</tr>
</thead>
</table>

#### Callback/On Call

<table>
<thead>
<tr>
<th></th>
<th>Callback Hrs</th>
<th>0.00</th>
<th>On Call Units</th>
<th>0.00</th>
</tr>
</thead>
</table>

#### Comp Time

- State OT Paid: 0.00
- State OT Banked: 0.00
- FLSA OT Paid: 0.00
- FLSA OT Banked: 0.00

#### Approval

- Current Approver: Wallace, Damon W
- As Of Date: 3/22/2006 1:16:23 PM
Managing a Timesheet

Using the Timesheet Review screen, you can also perform the following actions:

- Approve a timesheet submitted by an employee
- Edit a timesheet for an employee
- Cancel a timesheet that is not needed
- Reopen a timesheet that has been canceled
- Reject a timesheet with errors back to an employee
- Recall a timesheet you’ve approved
  - Timesheets approved by another manager or that have been paid cannot be recalled
Managing a Timesheet

- Approving a timesheet
  - After determining a timesheet is true and accurate, you can approve it by clicking the green Approve button
  - Approving a timesheet is equivalent to signing off on a paper timesheet. All of the same rules and authorizations apply to the electronic version
Managing a Timesheet

Editing a timesheet

- You can edit an employee’s timesheet on his/her behalf by clicking the blue Edit button.
- As discussed later in this training, you can make changes to the timesheet, save it, or submit it from the Timesheet Entry screen.
Managing a Timesheet

- **Canceling a timesheet**
  - If an employee has been terminated, has no hours to report for a pay period, or if you don’t know how many hours the employee worked during the timesheet period, the timesheet can be canceled by clicking the red Cancel Timesheet button.

- **Reopening a timesheet**
  - If an employee’s timesheet has been canceled, you can re-open it by clicking the blue Reopen button.
  - Timesheets can no longer be re-opened after the department’s timesheets have been sent to payroll.
Managing a Timesheet

- **Rejecting a timesheet**
  - If an employee’s timesheet contains errors, you can send it back to him/her by clicking the blue Reject button.
  - When rejecting a timesheet, be sure to discuss the data entry problems with your employee.
Recalling a timesheet

- If, after approving a timesheet, you need to make a correction to it, you can recall it by clicking the blue Recall button.
- If a timesheet has been approved by another manager or submitted to payroll, you can no longer recall it.
- After recalling a timesheet, the timesheet must be re-approved before it can be submitted to payroll.
Managers can enter and submit timesheets on behalf of their employees. In some situations, this may be required to ensure they are paid on time.

As discussed, the Timesheet Review screen will allow you to edit a timesheet.
- Note, however, that the timesheet must be in an editable status for editing to be allowed.
- New, Open, Submitted, or Rejected.
Entering Time for Employee

The Timesheet Entry screen will let you enter the employees time on his/her behalf

- Normally you’ll enter only regular work hours for the employee
- If applicable, enter on call and/or callback hours as well
- Click the blue Save button to save your changes. Select the next work week and enter the time for that week as well
  - NOTE: always save your changes before switching work weeks
- When you’ve entered all of the required time and want to exit this screen, click the Save/Exit button
Entering Time for Employee

Timesheet exceptions and corrections:

- If the timesheet has already been approved, it must be recalled before it can be edited.
  
  ▪ Note that this situation may require another manager to perform the recall operation, if the employee has more than 1 approver and a subsequent approver has already taken action on the timesheet

- If the timesheet has been canceled, it must be reopened before it can be edited
The timesheet below shows an example of an open timesheet. Hours can be updated under the ‘Reg. Work Hrs’ column. You can also click on the gray week tabs view either of the weeks in the pay period.

Don’t forget to Save, Cancel or Submit the Timesheet!
Submitting Time for Employee

- Your employees’ timesheets must be submitted in order for them to get paid!
- Submitting a timesheet is the equivalent of signing a paper timesheet. All of the same rules and policies apply to the electronic version.
- As a manager, submitting a timesheet also gives it your approval
Submitting Time for Employee

To submit a timesheet, edit it as discussed previously, verify that the hours entered are correct, including:

- Work hours
- On Call and Callback time, if applicable
- Leave and Holiday time, for budgeted employees

Click the blue Submit Timesheet button.
Submitting Time for Employee

- TimeTraq will display the “Submission Confirmation” screen.
- Perform a final review of the timesheet.
- “Sign” the employee’s timesheet by certifying that the time entered is true and correct (this is done by checking the box at the bottom of the screen).
- Press the green Submit Timesheet button to submit/approve the timesheet.
- TimeTraq will re-display the Timesheet Review screen showing that the timesheet was submitted and, if you are the only approving manager, approved.
Submitting Time for Employee

Rules for budgeted employees:

- The timesheet must account for 40 hours of time each week (proportionate if you are working less than 100% effort)
- Leave without pay must be submitted to make up any shortfall in hours
- If your department and the employee’s job allow it, you may be able to indicate whether any overtime worked by the employee is to be paid or banked as comp. time
Timesheet Confirmation

Timesheet confirmation allows you to review the number of work and leave hours submitted. You will also use this page to certify the hours by clicking the box next to the certification statement as well as entering any comments as to why the manager is submitting the timesheet in place of the employee. This is the last opportunity to edit the timesheet before submitting for final approval.

<table>
<thead>
<tr>
<th>Hours Summary</th>
<th>Estimated Pay Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
</tr>
<tr>
<td>Regular Work</td>
<td>0:00</td>
</tr>
<tr>
<td>Call Back</td>
<td>0:00</td>
</tr>
<tr>
<td>Total Hours Worked</td>
<td>80:00</td>
</tr>
<tr>
<td>Leave (Paid)</td>
<td>0:00</td>
</tr>
<tr>
<td>Holiday</td>
<td>0:00</td>
</tr>
<tr>
<td>Total Paid Hours</td>
<td>80:00</td>
</tr>
<tr>
<td>On Call Units</td>
<td>0:00</td>
</tr>
<tr>
<td>Leave (Unpaid)</td>
<td>0:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Pay Rate</strong></th>
<th><strong>Pay Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Rate Hours</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Overtime Rate Hours</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Total Paid Hours</td>
<td>80:00</td>
<td>-</td>
</tr>
<tr>
<td>On Call Units</td>
<td>0:00</td>
<td>150:00</td>
</tr>
<tr>
<td>Total Estimated Gross Pay</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Pay rate may not consider recent activity or position changes.
** Gross pay is estimated; actual pay may differ.

**Certification**

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

- [x] I certify that the hours reported on this timesheet are true and correct to the best of my knowledge and that work times and absences are in accordance with System policy.

**Comments**

submitted in employee's absence

[Submit Timesheet] [Return to Timesheet]
The Timesheet Overview will allow you to view the status, number of hours, and approval status.

If the timesheet has not been approved by the Department Approver the manager has the ability to recall the timesheet for additional editing or cancel the timesheet if the employee has no hours to report.
Overtime

- Overtime is automatically calculated by TimeTraq; no extra steps are required to indicate OT.
- Your department may have a policy regarding the automatic payment or banking of overtime hours.
  - If some cases, your department may allow you to choose how to allocate the overtime when you submit a timesheet for an employee.
### Overtime

#### Comp Time

<table>
<thead>
<tr>
<th></th>
<th>Available Hours</th>
<th>Bank Hours</th>
<th>Pay Out Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Overtime Hours</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>FLSA Overtime Hours</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### 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 timesheet are true and correct to the best of my knowledge and that work times and absences are in accordance with System policy.

**Comments**

submitted in employee’s absence

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[Submit Timesheet] [Return to Timesheet]
Holidays

- Holidays are only applicable to budgeted employees
- Holidays are automatically applied to an employee’s timesheets when the timesheet is saved
- Holidays are defined by the holiday schedule assigned to the employee’s job
  - If holidays are not showing up correctly in an employee’s timesheet, ask your department administrator to check the employee’s holiday schedule
## Holiday Hours

Holiday hours as viewed on the employee’s timesheet:

<table>
<thead>
<tr>
<th>Date</th>
<th>Regular Work</th>
<th>Call Back</th>
<th>Leave (Paid)</th>
<th>Holiday</th>
<th>Total Hours</th>
<th>On Call</th>
<th>Leave (Unpaid)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, Mar 16</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fri, Mar 17</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sat, Mar 18</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sun, Mar 19</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mon, Mar 20</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Tue, Mar 21</td>
<td>7.50</td>
<td>0.00</td>
<td>0.50</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Wed, Mar 22</td>
<td>7.50</td>
<td>0.00</td>
<td>0.50</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>23.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>1.00</strong></td>
<td><strong>16.00</strong></td>
<td><strong>40.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

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### Notes
- Regular Work: Hours worked at normal rates.
- Call Back: Hours worked after regular hours.
- Leave (Paid): Hours taken as paid leave.
- Holiday: Hours worked during holidays.
- Total Hours: Sum of all hours worked.
- On Call: Hours spent on call.
- Leave (Unpaid): Hours lost without pay.
Leave

- Leave cannot be requested or modified in TimeTraq – employees must make ALL leave requests in LeaveTraq
- Submitted leave requests are automatically added to an employee’s timesheet
  - To be paid for leave by TimeTraq, a leave document must be submitted prior to an employee submitting his/her timesheet
  - Leave documents must be also approved by the employee’s leave manager(s) before the timesheet can be approved in TimeTraq
Leave

- An employee’s timesheet cannot be submitted if an unsubmitted leave doc exists for the period covered by the timesheet
  - Contact your department administrator if you think this is the case
Leave

If an employee submits a leave request after the timesheet for that pay period has been paid, an adjustment will be made to the employee’s current timesheet.

- Note that making an adjustment to a timesheet on which FLSA overtime was reported could reduce the employee’s pay in the current period.
# Leave Hours

Leave hours as viewed on the employee’s timesheet. Leave hours can only be updated in LeaveTraq.

<table>
<thead>
<tr>
<th>Date</th>
<th>Regular Work</th>
<th>Call Back</th>
<th>Leave (Paid)</th>
<th>Holiday</th>
<th>Total Hours</th>
<th>On Call</th>
<th>Leave (Unpaid)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, Mar  9</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fri, Mar 10</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sat, Mar 11</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sun, Mar 12</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mon, Mar 13</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Tue, Mar 14</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Wed, Mar 15</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>16.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>24.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>40.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

*Note: Total hours include regular hours, OT, and on-call hours.*
Manager’s Outbox

- The Manager’s Outbox screen allows you to see timesheets you’ve taken action on, including approvals, rejections, etc.
- Timesheets that you’ve approved can be recalled from this screen – if they’ve not been approved by another manager or sent to payroll
- This screen also allows you to review the outboxes of other managers for whom you are a delegate
Manager’s Outbox

Manager

Employee

Wallace, Damen W

UL

501007571

Relationship

Self

Job Title

-- No Selection --

Manager Outbox

From 03/04/2006 To 04/03/2006

Timesheet | Emp. Name | Start Dt. | End Dt. | Status | Action | Date Sent | Recall
---|---|---|---|---|---|---|---

Page 1 of 1
Employee View

- The Employees Screen allows you to see a list of all of your employees.
- Clicking the gray Timesheets button will display a list of the selected employee’s timesheets.
- Clicking the employee’s job title will display the employee’s job overview.
- This screen also allows you to view the employees of other managers for whom you are a delegate.
The Employee’s Timesheets screen allows you to view a list of timesheets for a specified employee.

Clicking the gray “>” button will take you to the Timesheet Review screen.

Note that this screen displays only the current manager’s employees; therefore, if you are acting as another manager’s delegates, you will see his/her employees, not your own.
### Timesheets Screen

#### TimeTraq

**Manager**: Wallace, Damon  
**Employee**: Dwarf, Sleepy  
**Uin**: 501007571  
**Relationship**: Self  
**Job Title**: Student Worker

#### Timesheets

<table>
<thead>
<tr>
<th>Timesheet</th>
<th>Start</th>
<th>End</th>
<th>Reg. Hours</th>
<th>OT Hours</th>
<th>On Call Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2165</td>
<td>3/9/2006</td>
<td>3/22/2006</td>
<td>8.00</td>
<td>0</td>
<td>0</td>
<td>New</td>
</tr>
<tr>
<td>1954</td>
<td>2/23/2006</td>
<td>3/9/2006</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>New</td>
</tr>
<tr>
<td>1382</td>
<td>2/9/2006</td>
<td>2/22/2006</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>New</td>
</tr>
</tbody>
</table>
Delegates

- The Delegates screen allows you to manage the list of managers who can act as your substitute if you are unavailable.
- To add a delegate, search by last name or enter the other manager’s UIN, then click the green Add Delegate button.
- To suspend another manager’s ability to act as your delegate, click the red Deactivate button.
Delegates

- Note that you can see a list of deactivated delegates by changing the View dropdown to Inactive.
- To re-activate a manager’s delegate authority, click the blue Reactivate button.
The Preferences screen allows you to specify:

- When you want to be notified about timesheets submitted to your inbox for approval (never, every time a timesheet is submitted, daily, or weekly)
- If you want to be notified about timesheets submitted to managers for whom you are a delegate
Preferences Screen

Manager: Wallace, Damon W  Uin: 501007571
Employee: Wallace, Damon W  Uin: 501007571
Relationship: Self
Job Title: -- No Selection --

Preferences

Language Preference:
- English
- Spanish

My Timesheets (notify me when approved or rejected):
- Never
- Each Approver Action
- When Complete

Manager’s Inbox (notify me when timesheets need approval):
- Never
- Each Timesheet
- Daily
- Weekly

Delegate Inbox (notify when delegated timesheets need approval):
- Notify Me
- Don’t Notify Me

Save
The Support screen allows you to contact your department administrator or your component’s central administrator via email to ask for help.
### Support

If you can't find the answer in the [online help](#), send an email to your Agency’s Leave Help Administrator.

#### Department Administrators
- Damon, Wallace W

#### Your Agency Administrators
- Carol, Manthei A
- Damon, Wallace W
- Daniel, Grimes E
- Marc, Moore S
- Mark, Schulz A
- Rajesh, Karmal B

Support Screen
Help

- TimeTraq’s help system can be accessed from any screen by clicking the “?” on any TimeTraq screen

- You can navigate through help by:
  - Following relevant links from the help home page
  - Accessing the table of contents
  - Searching
HELP!!!
Click on the question mark at the top right of any screen to open the TimeTraq Help & Documentation manual, as viewed below.

Click on the subject in the contents to receive helpful information.

*Hint - Key Concepts and Roles will help you find Manager Role information quicker*
Security

- Do not share your SSO password with anyone.
- TimeTraq will automatically log you out after 17 minutes of inactivity.
- You can manually log out of SSO by clicking the SSO Logout button on any TimeTraq screen or by closing your browser window.
- Always close your browser window(s) after using any confidential web site like TimeTraq.