

# TimeTraq

For TAMU  
Employees

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 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 submitting timesheets
- Viewing the employee record
- Editing employee preferences
- Accessing support from department & agency administrators

# Employee Responsibilities

- Prompt entry, correction, and submission 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
- Entry of LeaveTraaq requests for submissions of current pay period timesheets in TimeTraaq

# 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>



The screenshot shows the login interface for the Texas A&M System. On the left is the large red logo for "TEXAS A&M SYSTEM". At the top, a yellow box with a red border contains "Training Logon Information" and a warning icon, with text explaining that users referred to the site for training should read the following information. The main login area is titled "Enter your UIN and Password" and includes radio buttons for "English" (selected) and "Español". Below are input fields for "UIN" and "Password", followed by a "Submit" button. A list of links includes "New Employees - Set up your password", "I forgot my password", and "Use your one-time (temporary) password". At the bottom, it states "All logon attempts are logged." and provides a "HELP" link with a question mark icon.

**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 :

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

All logon attempts are logged.

# Accessing TimeTraq

BUSINESS COMPUTING SERVICES

Single Sign On **TEST**

SSO Logoff

Home Profile Help

Applications you have access to

Name : DWARF, BASHFUL UIN : 214003317  
ADLOC : 02237237 Last Logon : 03/06/2006 01:45

SSOMenu

- ▶ HRConnect
- ▶ LeaveTraq
- ▶ LeaveTraq 2.0
- ▶ PerformanceManager SSO
- ▶ **TimeTraq**

Click on 'TimeTraq' to enter the system

# TimeTraq Home Page

The following page is an example of the TimeTraq home page for an Employee.

The employee home page:

- displays pay period information for each time sheet
- allows the employee to select other sections of their record
- offers help by clicking on "?"

# TimeTraq Home Page

The screenshot shows the TimeTraq web application interface. At the top left, the logo "TimeTraq" is displayed above the word "DEVELOPMENT". To the right, the text "Current Role: Employee" is visible. Further right, there are buttons for "SSO Menu" and "SSO Logoff". A "Help button" (a question mark icon) is located in the top right corner. Below the header, a navigation bar contains "Timesheets", "Overview", "Preferences", and "Support", with "Timesheets" highlighted. A red box highlights this navigation bar. Below the navigation bar, a header bar displays "Employee: Dwarf, Rashful", "Uin: 214003317", "Job Title: Equipment Manager", and "Equipment Manager". The main content area is titled "Timesheets" and includes a search form with "Date From" (1/5/2006) and "To" (3/6/2006) fields, a "Search" button, and a checked checkbox for "Show active timesheets only?". Below the search form is a table of timesheets. A red circle highlights the first three rows of the table, and a red arrow points from the "Timesheets" label to the first row. The table has columns for "Timesheet", "Start", "End", "Reg. Hours", "OT Hours", "On Call Units", and "Status".

**Function tabs**

**Help button**

**Timesheets**

| Timesheet | Start     | End       | Reg. Hours | OT Hours | On Call Units | Status |
|-----------|-----------|-----------|------------|----------|---------------|--------|
| 1349      | 2/9/2006  | 2/22/2006 | 0          | 0        | 0             | New    |
| 1177      | 1/26/2006 | 2/8/2006  | 0          | 0        | 0             | New    |
| 720       | 1/12/2006 | 1/25/2006 | 24.00      | 0        | 0             | New    |

Page 1 of 1

Privacy Statement  
© 2006 The Texas A&M University System  
Build Info: Not Set Yet 12/12/2005

Done Internet

# HELP!!!

Click on the question mark at the top right of any screen to open the TimeTraq Help & Documentation manual, as viewed below.

The screenshot shows the TimeTraq Help & Documentation manual interface. At the top, there is a blue navigation bar with 'Contents', 'Index', and 'Search' links. A search bar is located on the right side of this bar. Below the navigation bar, there is a left sidebar containing a tree view of help topics. A red arrow points to the question mark icon next to the 'TimeTraq Help and Documentation' topic. The main content area features a blue banner with the text 'TimeTraq Help & Documentation'. Below this banner, the section title 'TimeTraq Help and Documentation' is displayed. The text explains that these pages are a guide for using the TimeTraq System, developed for The Texas A&M University System. It states that TimeTraq is easy to use and very intuitive, and that users need to understand a few [key concepts](#) to get started. A section titled 'Getting Started With TimeTraq' follows, advising new users to review help topics to get started. A list of topics is provided: 1. [Key Concepts](#), 2. [Roles](#), and 3. [Frequently Asked Questions](#).

Click on the subject in the contents to receive helpful information

*\*Hint – Key Concepts and Roles will help you find Employee Role information quicker*

# TimeTraQ Timesheets

To select a timesheet for a particular pay period just click on the gray arrow or the number of the timesheet.

| Timesheet | Start     | End       | Reg. Hours | OT Hours | On Call Units | Status |
|-----------|-----------|-----------|------------|----------|---------------|--------|
| 1822      | 2/23/2006 | 3/8/2006  | 0          | 0        | 0             | New    |
| 1349      | 2/9/2006  | 2/22/2006 | 0          | 0        | 0             | New    |
| 1177      | 1/26/2006 | 2/8/2006  | 0          | 0        | 0             | New    |
| 720       | 1/12/2006 | 1/25/2006 | 24.00      | 0        | 0             | New    |

*\*FYI – The timesheet numbers are randomly assigned, but are also unique throughout the system – include this number if asking for help.*

# Simple Timesheet

Below is an example of the Simple Timesheet

You may enter time in the hours fields indicated or you may click on the blue 'Fill From Schedule' button if a schedule has been selected on your record in TimeTraq.

| Date               | Reg. Work Hrs                     | Call Back                         | Leave (Paid) | Holiday        | Total Hours  | On Call Units                     | Leave (Unpaid) |
|--------------------|-----------------------------------|-----------------------------------|--------------|----------------|--------------|-----------------------------------|----------------|
| Thu, Feb 9         | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.00         | 0.00           | <b>0.00</b>  | <input type="text" value="0.00"/> | 0.00           |
| Fri, Feb 10        | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.00         | 0.00           | <b>0.00</b>  | <input type="text" value="0.00"/> | 0.00           |
| Sat, Feb 11        | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.00         | 0.00           | <b>0.00</b>  | <input type="text" value="0.00"/> | 0.00           |
| Sun, Feb 12        | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.00         | 0.00           | <b>0.00</b>  | <input type="text" value="0.00"/> | 0.00           |
| Mon, Feb 13        | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.00         | 0.00           | <b>0.00</b>  | <input type="text" value="0.00"/> | 0.00           |
| Tue, Feb 14        | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.00         | 0.00           | <b>0.00</b>  | <input type="text" value="0.00"/> | 0.00           |
| Wed, Feb 15        | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.00         | 0.00           | <b>0.00</b>  | <input type="text" value="0.00"/> | 0.00           |
| <b>Total Hours</b> | <b>0.00</b>                       | <b>0.00</b>                       | <b>0.00</b>  | <b>0.00</b>    | <b>0.00</b>  | <b>0.00</b>                       | <b>0.00</b>    |
|                    |                                   |                                   |              | <u>On Call</u> | <u>Units</u> | 0.00                              |                |

Enter hours worked

Save Save/Exit Cancel Submit Timesheet

*FYI - Call Back and On Call Units for hours entry may be disabled for most adlocs.*

# Simple Timesheet

Remember – All LeaveTraq submissions must be entered *before* you can submit your timesheet

Submitted LeaveTraq hours will automatically appear as part of your TimeTraq timesheet under the 'Leave (Paid)' column

**\*FYI – Leave hours cannot be edited in  
TimeTraq**

# Simple Timesheet

*What about the buttons at the bottom of my screen?*

|             |      |      |                         |      |                       |      |      |      |
|-------------|------|------|-------------------------|------|-----------------------|------|------|------|
| Total Hours | 0.00 | 0.00 | 0.00                    | 0.00 | 0.00                  | 0.00 | 0.00 | 0.00 |
|             |      |      | <a href="#">Regular</a> |      | <a href="#">Hours</a> | 0.00 |      |      |
|             |      |      | <a href="#">OT</a>      |      | <a href="#">Hours</a> | 0.00 |      |      |
|             |      |      | <a href="#">On Call</a> |      | <a href="#">Units</a> | 0.00 |      |      |

Save Save/Exit Cancel Submit Timesheet

Save

- Allows for edits to be saved without exiting timesheet

Save/Exit

- Allows edits to be saved and exits timesheet

Cancel

- Allows current edits to be cancelled and reinstates previous entries

Submit Timesheet

- Submits timesheet to Manager

*Tip – Save your edits before you switch work weeks on your timesheet*

# Submitting Timesheets

## Important points for submitting timesheets using TimeTraq

- Has all leave been submitted and approved in LeaveTraq?
- Have all hours worked been entered in the timesheet?
- Do any corrections need to be made to leave or timesheet?
- Have all holiday hours been properly applied?

# Submitting Timesheets

The following screen is Timesheet Submission screen

- Besides being able to review the totals for your timesheet, you're also responsible for certifying the timesheet is true and correct
- As indicated on the following screen, you'll click the certification box, add any comments regarding your submission, and click the green Submit button
- You also have the ability to return to your timesheet for additional editing by clicking on the blue 'Return to Timesheet' button

# Submitting Timesheets

**TimeTraq**  
TEST

Current Role: **Employee** [Change Role](#) [SSO Menu](#) [SSO Logoff](#)

[Timesheets](#) | [Overview](#) | [Preferences](#) | [Support](#) ?

|                  |                |                 |           |                  |                   |
|------------------|----------------|-----------------|-----------|------------------|-------------------|
| <b>Employee</b>  | Dwarf, Bashful | <b>Uin</b>      | 214003317 | <b>Job Title</b> | Equipment Manager |
| <b>Timesheet</b> | 1349           | <b>Starting</b> | 2/9/2006  | <b>Ending</b>    | 2/22/2006         |

### Timesheet Submission

| Hours Summary             |              | Estimated Pay Summary            |              |               |                |
|---------------------------|--------------|----------------------------------|--------------|---------------|----------------|
|                           | Total Hours  | Hours                            | Pay Rate *   | Pay Amount ** |                |
| Regular Work              | 80.00        | <b>Straight Rate Hours</b>       | 80.00        | 20.00         | 1600.00        |
| Call Back                 | 0.00         | <b>Overtime Rate Hours</b>       | 0.00         | 30.00         | 0.00           |
| <b>Total Hours Worked</b> | <b>80.00</b> | <b>Total Paid Hours</b>          | <b>80.00</b> | -             | <b>1600.00</b> |
| Leave (Paid)              | 0.00         | <b>On Call Units</b>             | 0.00         | 150.00        | 0.00           |
| Holiday                   | 0.00         | <b>Total Estimated Gross Pay</b> |              |               | <b>1600.00</b> |
| <b>Total Paid Hours</b>   | <b>80.00</b> |                                  |              |               |                |
| On Call Units             | 0.00         |                                  |              |               |                |
| Leave (Unpaid)            | 0.00         |                                  |              |               |                |

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

Click the certification box if your hours are true and correct

Submit the timesheet  
OR  
Return to 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](#)

# Submitted Timesheet

After you have submitted your timesheet, the Timesheet Overview will be displayed

This screen shows:

- Status of approval
- Number of hours submitted
- Pay date
- Manager responsible for approving

There are also Function Tabs for:

- Work Events – to view detailed hours information
- Adjustments – to view adjustments made to timesheet
- Approval Log – to view the timesheet approval status

You also have the ability to recall the timesheet by clicking on the blue 'Recall' button if additional edits need to be made

*\*Recalls must be done before the Manager approves the timesheet\**

# Submitted Timesheet

**Timesheet Overview** Quick Links: [My Timesheets](#)

[Overview](#) | [Work Events](#) | [Prior Period Adjustments](#) | [Approval Log](#)

[Recall](#)


| Timesheet Status |           | Comp Time       |      |
|------------------|-----------|-----------------|------|
| Timesheet        | 1349      | State OT Paid   | 0.00 |
| Status           | Submitted | State OT Banked | 0.00 |
| Pay Date         | 3/3/2006  | FLSA OT Paid    | 0.00 |
| Longevity Paid?  | No        | FLSA OT Banked  | 0.00 |

| General Hours |       | Approval         |                      |
|---------------|-------|------------------|----------------------|
| Reg. Work Hrs | 80.00 | Current Approver | Wallace, Damon W     |
| Leave Hrs     | 0.00  | As Of Date       | 3/22/2006 1:16:23 PM |
| Holiday Hrs   | 0.00  |                  |                      |
| Unpaid Hrs    | 0.00  |                  |                      |

| Callback/On Call |      |
|------------------|------|
| Callback Hrs     | 0.00 |
| On Call Units    | 0.00 |



**Do you need to make corrections?**

[Recall](#)

# Employee Overview

The Employee Overview screen is a snapshot of

- the employee's job
- Manager
- approval hierarchy
- employee data
- work schedule
- holiday schedule

This information can only be edited by the Department Administrator of the employee's own department.

This screen can be accessed by clicking on the 'Overview' tab at the top of any screen, as shown on the following screen

# Employee Overview

**TimeTraq** TEST

Current Role: **Employee** [Change Role](#) [SSO Menu](#) [SSO Logoff](#)

[Timesheets](#) | [Overview](#) | [Preferences](#) | [Support](#) ?

**Employee** | **Swarf, Bashful** | **Uin** | 214003317 | **Job Title** | Equipment Manager

**Timesheets**

Date From  To

Show active

**Click 'Overview' to access Employee Record**

| Timesheet            | Start     | End       | Hours | OT Hours | On Call Units | Status |
|----------------------|-----------|-----------|-------|----------|---------------|--------|
| <a href="#">2162</a> | 3/9/2006  | 3/22/2006 | 36.00 | 0        | 0             | New    |
| <a href="#">1822</a> | 2/23/2006 | 3/8/2006  | 8.00  | 0        | 0             | Open   |
| <a href="#">1177</a> | 1/26/2006 | 2/8/2006  | 0     | 0        | 0             | New    |

Page 1 of 1

[Privacy Statement](#)  
© 2006 The Texas A&M University System  
Build Info: Not Set Yet 12/12/2005

# Employee Overview

**TimeTraq**  
TEST
Current Role: **Employee** Change Role
SSO Menu SSO Logoff

Timesheets | Overview | Preferences | Support
?

|                 |                |            |           |                  |                   |
|-----------------|----------------|------------|-----------|------------------|-------------------|
| <b>Employee</b> | Dwarf, Bashful | <b>Uin</b> | 214003317 | <b>Job Title</b> | Equipment Manager |
|-----------------|----------------|------------|-----------|------------------|-------------------|

**Employee Overview**

Equipment Manager

| Job Details                      |                    | Employee Data                      |                |
|----------------------------------|--------------------|------------------------------------|----------------|
| <b>Job Title</b>                 | Equipment Manager  | <b>Employee Name</b>               | Dwarf, Bashful |
| <b>Adloc</b>                     | 02237237           | <b>Employee UIN</b>                | 214003317      |
| <b>Job Type</b>                  | Budgeted           | <b>Employee Pin</b>                | M70005         |
| <b>Status</b>                    | Active             | <b>Current Hourly Pay Rate</b>     | 20.00          |
| <b>Pay Plan / Title Code</b>     | 0236               | <b>Position Percent Effort</b>     | 100.00         |
| <b>Max Hours</b>                 | 40                 | <b>Enforce Pct Eft Hrs Rule?</b>   | Yes            |
| Account Details                  |                    | Special Pay Information            |                |
| <b>Account Method</b>            | BPP Budget         | <b>Exempt from OT?</b>             | Not Exempt     |
| <b>Timesheet Entry Form</b>      | Simple             | <b>Shift Differential Allowed?</b> | No             |
| <b>Default Project</b>           |                    | <b>Amount</b>                      | 0.00           |
| Job Configuration                |                    | <b>Comp Time</b>                   | Paid           |
| <b>Management Hierarchy</b>      | TimeTraq Hierarchy | <b>Employee Specifies?</b>         | Yes            |
| <b>Auto-fill New Timesheets?</b> | Yes                |                                    |                |

| Job Managers     |             |              |
|------------------|-------------|--------------|
| Manager Name     | Manager Pin | Manager Type |
| Wallace, Damon W | M00261      | Approver     |

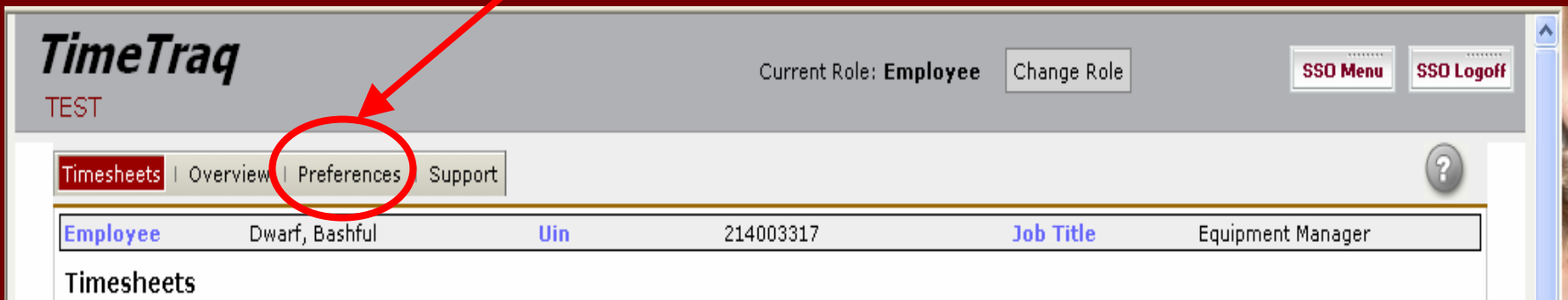
| Work Schedule             |            | Holiday Schedule             |                |
|---------------------------|------------|------------------------------|----------------|
| <b>Work Schedule Name</b> | Flex 7:30  | <b>Holiday Schedule Name</b> | TAMU           |
| <b>Work Schedule Type</b> | Bi-weekly  |                              |                |
| Day                       | Start      | End                          | Break (unpaid) |
| Mon                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Tue                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Wed                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Thu                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Fri                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Sat                       | --         | --                           | 0              |
| Sun                       | --         | --                           | 0              |
| Mon                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Tue                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Wed                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Thu                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Fri                       | 7:30 AM    | 4:30 PM                      | 1.00           |
| Sat                       | --         | --                           | 0              |
| Sun                       | --         | --                           | 0              |
| Holiday                   | Date       |                              |                |
| Halloween - Spooky!       | 10/31/2005 |                              |                |
| Renee's Holiday           | 11/4/2005  |                              |                |
| Rosalie Granted Holiday   | 11/7/2005  |                              |                |
| Additional holiday        | 11/22/2005 |                              |                |
| Thanksgiving              | 11/23/2005 |                              |                |
| Thanksgiving              | 11/24/2005 |                              |                |
| Christmas                 | 12/23/2005 |                              |                |
| Christmas                 | 12/26/2005 |                              |                |
| Christmas                 | 12/27/2005 |                              |                |
| Christmas                 | 12/28/2005 |                              |                |
| Christmas                 | 12/29/2005 |                              |                |
| Christmas                 | 12/30/2005 |                              |                |
| Martin Luther King Day    | 1/18/2006  |                              |                |
| Spring Break              | 3/16/2006  |                              |                |
| Spring Break              | 3/17/2006  |                              |                |
| Memorial Day              | 5/30/2006  |                              |                |
| 4th of July               | 7/4/2006   |                              |                |

# Employee Preferences

Employees have the ability to set preferences for:

- Viewing TimeTraq in English or Spanish
- Receiving notification of approval or rejection of timesheets

Click on the 'Preferences' tab to view this screen



The screenshot displays the TimeTraq application interface. At the top left, the logo "TimeTraq" is shown in a bold, italicized font, with "TEST" underneath it. To the right of the logo, the text "Current Role: Employee" is displayed next to a "Change Role" button. Further right are two buttons: "SSO Menu" and "SSO Logoff". Below the header, a navigation bar contains four tabs: "Timesheets", "Overview", "Preferences", and "Support". The "Preferences" tab is highlighted with a red circle, and a red arrow points to it from above. Below the navigation bar, a table header is visible with columns for "Employee", "Uin", and "Job Title". The first row of data shows "Dwarf, Bashful" under "Employee", "214003317" under "Uin", and "Equipment Manager" under "Job Title". Below the table, the word "Timesheets" is written.

| Employee       | Uin       | Job Title         |
|----------------|-----------|-------------------|
| Dwarf, Bashful | 214003317 | Equipment Manager |

# Employee Preferences

The screenshot shows the 'TimeTraq' interface for an 'Employee' user. The page title is 'TEST'. The user's role is 'Employee' and their job title is 'Equipment Manager'. The 'Preference' tab is active, showing options for 'Language Preference' and 'My Timesheets (notify me when approved or rejected)'. A red box highlights the 'Language Preference' section, which includes radio buttons for 'English' (selected) and 'Spanish'. A red box highlights the 'My Timesheets' section, which includes radio buttons for 'Never', 'Each Approver Action', and 'When Complete' (selected). A green box highlights the 'Save' button at the bottom of the preferences section. Two callout boxes with arrows point to these sections: a light blue box pointing to the 'Language Preference' section and a light green box pointing to the 'My Timesheets' section.

TimeTraq  
TEST

Current Role: Employee Change Role SSO Menu SSO Logoff

Timesheets | Overview | Preference

Employee Dwarf, Bashful 3317 Job Title Equipment Manager

Preferences

Save

Language Preference:

- English
- Spanish

My Timesheets (notify me when approved or rejected)

- Never
- Each Approver Action
- When Complete

Save

Select Language Preference (default to English)

Select frequency of Notification of Timesheet Actions

*\*Click the green 'Save' button to save preferences\**


# Employee Support

The Support Tab allows employees to ask questions regarding Timetraq

These questions can be directed to:

- Department Administrators
- Central Administrator

Click on the 'Support' tab to view to view this screen



**TimeTraq**  
TEST

Current Role: **Employee**

[Timesheets](#) | [Overview](#) | [Preference](#) | [Support](#)

| Employee   | Dwarf, Bashful | Uin | 214003317 | Job Title | Equipment |
|------------|----------------|-----|-----------|-----------|-----------|
| Timesheets |                |     |           |           |           |

# Employee Support

The Support screen can be used to send an email from directly from TimeTraq to either the Department Administrator or the Agency Administrators.

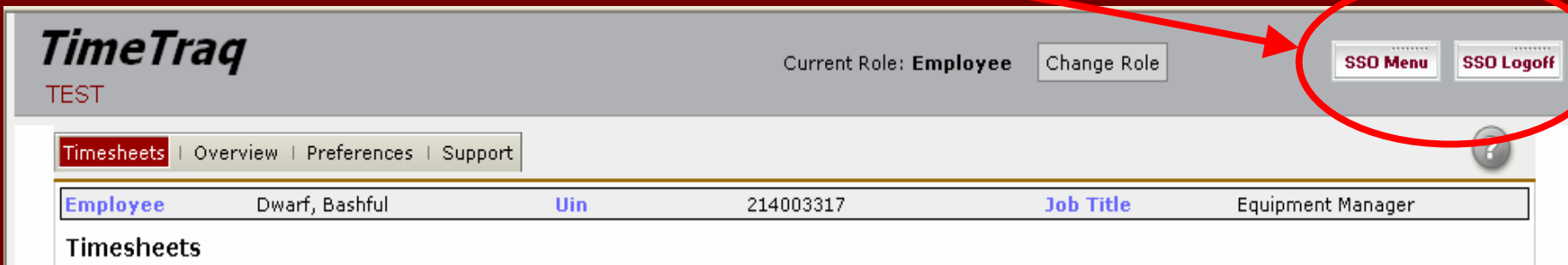
Click the radio button to choose the recipient of the email and then type questions in the text box.

The screenshot shows the TimeTraq interface. At the top left is the logo "TimeTraq" and "TEST". On the right, it says "Current Role: Employee" with a "Change Role" button, and "SSO Menu" and "SSO Logoff" buttons. Below the header is a navigation bar with "Timesheets | Overview | Preferences | Support". A user profile bar shows "Employee Dwarf, Bashful", "Uin 214003317", "Job Title Equipment Manager". The "Support" section has a blue link: "If you can't find the answer in the [online help](#), send an email to your Agency's Leave Help Administrator." There are two radio buttons: "Department Administrators" (selected) and "University/Agency Administrators". A large text input box is below. To the right, there are two lists of administrators: "Department Administrators" (Damon, Wallace W) and "Your Agency Administrators" (Carol, Manthei A; Damon, Wallace W; Daniel, Grimes E; Marc, Moore S; Mark, Schulz A). A "Send Email" button is at the bottom.

*Don't forget to click the 'Send Email' button!*

# Logging Off

Logging off of TimeTraq is easy!  
Simply click the 'SSO Logoff' button in the top right of the screen  
Click the 'SSO Menu' button to access other systems such as LeaveTraq or HR Connect



The screenshot displays the TimeTraq application interface. At the top left, the logo "TimeTraq" is shown above the text "TEST". In the top right corner, the text "Current Role: Employee" is displayed next to a "Change Role" button. Two buttons, "SSO Menu" and "SSO Logoff", are circled in red, with a red arrow pointing to them from the text above. Below the header, a navigation bar contains "Timesheets | Overview | Preferences | Support". A table below the navigation bar shows user details:

| Employee   | Dwarf, Bashful | Uin | 214003317 | Job Title | Equipment Manager |
|------------|----------------|-----|-----------|-----------|-------------------|
| Timesheets |                |     |           |           |                   |

# Questions?

Please let us know if you have questions or suggestions to improve our training.

Contact us at:

[payroll@tam.u.edu](mailto:payroll@tam.u.edu)

Or

845-2711