

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 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. At the bottom of the login area, there are three links: "> New Employees - Set up your password", "> I forgot my password", and "> Use your one-time (temporary) password". A footer note states "All logon attempts are logged." and a "HELP" button with a question mark icon is located in the bottom right corner.

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**

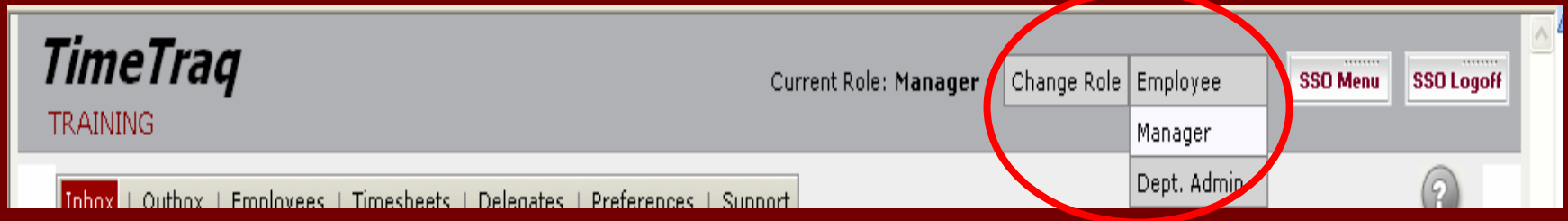
Click on 'TimeTraq' to enter the system

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.

Home Page

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.

TimeTraq
TRAINING

Current Role: **Manager**

Inbox | Outbox | Employees | Timesheets | Delegates | Preferences | Support

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

Manager Inbox

Page 1 of 1

Timesheet	Emp. Name	Status	Reg/OT Hrs	Arrived Date
> 1349	Dwarf, Bashful	Submitted	80.00 / 0	3/22/2006 1:16 PM

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Function Tabs

Privacy Statement
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Build Info: Not Set Yet 12/12/2005

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

TimeTraq

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

[Inbox](#) | [Outbox](#) | [Employees](#) | [Timesheets](#) | [Delegates](#) | [Preferences](#) | [Support](#)

Manager Wallace, Damon **Relationship** Self

Manager Inbox

Manager Wallace, Damon
Wallace, Damon
Zavodny, Edward

Timesheet	Emp. Name	Start Dt.	End Dt.	Status	Reg/OT Hrs	Arrived Date
1349	Dwarf, Bashful	02/09/2006	02/22/2006	Submitted	80.00 / 0	3/22/2006 1:16 PM

Page 1 of 1

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

Timesheet Concepts

- 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

Reviewing a Timesheet

- 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

Reviewing a Timesheet

- 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

Inbox | Outbox | Employees | **Timesheets** | Delegates | Preferences | Support

Manager	Wallace, Damon W	Uin	501007571	Relationship	Self
Employee	Dwarf, Bashful	Uin	214003317	Job Title	Equipment Manager
Timesheet	1349	Starting	2/9/2006	Ending	2/22/2006

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

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

[Approve](#) [Reject](#) [Cancel Timesheet](#) [Edit](#) [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

[Approve](#) [Reject](#) [Cancel Timesheet](#) [Edit](#) [Recall](#)

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

Managing a Timesheet

- 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

Entering Time for Employee

- 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

Time Entry for Employee

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.

Time Entry

3/23/2006 To 3/29/2006 | 3/30/2006 To 4/5/2006

Fill From Schedule [Click here to populate your standard schedule.](#)

Date	Reg. Work Hrs	Leave (Paid)	Holiday	Total Hours	Leave (Unpaid)
Thu, Mar 23	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00
Fri, Mar 24	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00
Sat, Mar 25	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00
Sun, Mar 26	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00
Mon, Mar 27	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00
Tue, Mar 28	<input type="text" value="0.00"/>	1.50	0.00	1.50	0.00
Wed, Mar 29	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00
Total Hours	0.00	1.50	0.00	1.50	0.00
		Regular	Hours	1.50	
		OT	Hours	0.00	

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.

Hours Summary		Estimated Pay Summary			
	Total Hours		Hours	Pay Rate *	Pay Amount **
Regular Work	80.00	Straight Rate Hours	80.00	20.00	1600.00
Call Back	0.00	Overtime Rate Hours	0.00	30.00	0.00
Total Hours Worked	80.00	Total Paid Hours	80.00	-	1600.00
Leave (Paid)	0.00	On Call Units	0.00	150.00	0.00
Holiday	0.00	Total Estimated Gross Pay			1600.00
Total Paid Hours	80.00	* Pay rate may not consider recent activity or position changes.			
On Call Units	0.00	** Gross pay is estimated; actual pay may differ.			
Leave (Unpaid)	0.00				

Comp Time			
	Available Hours	Bank hours	Pay Out Hours
State Overtime Hours	0.00	0.00	0.00
FLSA Overtime Hours	0.00	0.00	0.00

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

Submit Timesheet Return to Timesheet

Timesheet Overview

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.

Timesheet Overview Quick Links: [Timesheets](#)

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

[Cancel Timesheet](#) [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	Nickles, Rosalie F
Leave Hrs	0.00	As Of Date	4/3/2006 10:51:24 AM
Holiday Hrs	0.00		
Unpaid Hrs	0.00		

Callback/On Call	
Callback Hrs	0.00
On Call Units	0.00

[Cancel Timesheet](#) [Recall](#)

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			
	Available Hours	Bank hours	Pay Out Hours
State Overtime Hours	0.00	0.00	0.00
FLSA Overtime Hours	0.00	0.00	0.00

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

[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 save
- 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:

3/16/2006 To 3/22/2006

Date ▲	Regular Work □	Call Back □	Leave (Paid) □	Holiday □	Total Hours □	On Call □	Leave (Unpaid) □
Thu, Mar 16	0.00	0.00	0.00	8.00	8.00	0.00	0.00
Fri, Mar 17	0.00	0.00	0.00	8.00	8.00	0.00	0.00
Sat, Mar 18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sun, Mar 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon, Mar 20	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Tue, Mar 21	7.50	0.00	0.50	0.00	8.00	0.00	0.00
Wed, Mar 22	7.50	0.00	0.50	0.00	8.00	0.00	0.00
Totals	23.00	0.00	1.00 Reg OT On Call	16.00 Hours Hours Units	40.00 40.00 0.00 0.00	0.00	0.00

Leave

- Leave cannot be requested or modified in TimeTraaq – employees must make ALL leave requests in LeaveTraaq
- Submitted leave requests are automatically added to an employee's timesheet
 - To be paid for leave by TimeTraaq, 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 TimeTraaq

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.

3/9/2006 To 3/15/2006							
Date ▲	Regular Work ☐	Call Back ☐	Leave (Paid) ☐	Holiday ☐	Total Hours ☐	On Call ☐	Leave (Unpaid) ☐
Thu, Mar 9	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Fri, Mar 10	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Sat, Mar 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sun, Mar 12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon, Mar 13	0.00	0.00	8.00	0.00	8.00	0.00	0.00
Tue, Mar 14	0.00	0.00	8.00	0.00	8.00	0.00	0.00
Wed, Mar 15	0.00	0.00	8.00	0.00	8.00	0.00	0.00
Totals	16.00	0.00	24.00 Reg OT On Call	0.00 Hours Hours Units	40.00 40.00 0.00 0.00	0.00	0.00


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

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

[Inbox](#) | [Outbox](#) | [Employees](#) | [Timesheets](#) | [Delegates](#) | [Preferences](#) | [Support](#) 

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

Manager Outbox

From **To**

« < > » Page 1 of 1

Timesheet	Emp. Name	Start Dt.	End Dt.	Status	Action	Date Sent	
> 1349	Dwarf, Bashful	02/09/2006	02/22/2006	Submitted	Recalled	4/3/2006 10:58 AM	<input type="button" value="Recall"/>
> 1349	Dwarf, Bashful	02/09/2006	02/22/2006	Submitted	Approved	4/3/2006 10:51 AM	<input type="button" value="Recall"/>

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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

Employee View

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Current Role: **Manager**

[Inbox](#) | [Outbox](#) | **[Employees](#)** | [Timesheets](#) | [Delegates](#) | [Preferences](#) | [Support](#) 

Manager Wallace, Damon **Uin** 501007571 **Relationship** Self

Manager Jobs

Manager Wallace, Damon **Status** ▾

« < > » Page 1 of 1

	Employee ▲	Job Title □	B/W □	Account Method □	Status □
<input type="button" value="Timesheets"/>	Dwarf, Sleepy	Student Worker	Budgeted	Project(s)	Active
<input type="button" value="Timesheets"/>	Dwarf, Bashful	Equipment Manager	Budgeted	BPP Budget	Active
<input type="button" value="Timesheets"/>	Dwarf, Grumpy	Equipment Manager	Budgeted	BPP Budget	Active
<input type="button" value="Timesheets"/>	Dwarf, Happy	Equipment Manager	Budgeted	BPP Budget	Active

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Timesheets View

- 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
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Current Role: **Manager**

[Inbox](#) | [Outbox](#) | [Employees](#) | **[Timesheets](#)** | [Delegates](#) | [Preferences](#) | [Support](#) 

Manager	Wallace, Damon	Uin	501007571	Relationship	Self
Employee	Dwarf, Sleepy	Uin	114005480	Job Title	Student Worker

Timesheets

Employee Dwarf, Sleepy **Date From** 2/2/2006 **To** 4/3/2006

Include Employees/Jobs with Status of Active

Page 1 of 1

Timesheet <input type="checkbox"/>	Start <input type="checkbox"/>	End <input type="checkbox"/>	Reg. Hours <input type="checkbox"/>	OT Hours <input type="checkbox"/>	On Call Units <input type="checkbox"/>	Status <input type="checkbox"/>
<input type="button" value="v"/> 2165	3/9/2006	3/22/2006	8.00	0	0	New
<input type="button" value="v"/> 1954	2/23/2006	3/8/2006	0	0	0	New
<input type="button" value="v"/> 1352	2/9/2006	2/22/2006	0	0	0	New

Page 1 of 1

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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

Delegates

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

[Inbox](#) | [Outbox](#) | [Employees](#) | [Timesheets](#) | **Delegates** | [Preferences](#) | [Support](#) ?

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

Delegates

Name [Search](#) UIN [Add Delegate](#) [View](#) Active

Page 1 of 1

Delegate Name <input type="checkbox"/>	Delegate UIN <input type="checkbox"/>	Delegate Type <input type="checkbox"/>	Status <input type="checkbox"/>	
Murphy, Lori O	602004206	Approval	Active	Deactivate
Quirino, Laura I	502002879	Approval	Active	Deactivate

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Preferences

- 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

Inbox | Outbox | Employees | Timesheets | Delegates | **Preferences** | Support ?

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

Preferences

Save

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

Support

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

Support Screen

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Current Role: **Manager**

Inbox | Outbox | Employees | Timesheets | Delegates | Preferences | **Support**

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

Support

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

Department Administrators
 University/Agency Administrators

Department Administrators
Damon, Wallace W

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

Help

- TimeTraaq's help system can be accessed from any screen by clicking the "?" on any TimeTraaq 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.

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 the bar, with a 'GO' button and 'Powered By RoboHelp' text. Below the navigation bar, the main content area is divided into a left sidebar and a main content pane. The sidebar contains a tree view of help topics, including 'TimeTraq Help and Documentation', 'Release Notes', 'Key Concepts', 'Roles', 'Frequently Asked Questions', 'LeaveTraq Integration', 'Error Codes', 'ScreenHelp', 'Data Object Properties', and 'Data Object Statuses'. A red arrow points to the question mark icon next to 'TimeTraq Help and Documentation'. The main content pane has a blue banner with the text 'TimeTraq Help & Documentation'. Below the banner, the section title 'TimeTraq Help and Documentation' is displayed. The text below the title reads: 'These pages are a guide for using the TimeTraq System, the timesheet entry application developed for The Texas A&M University System. TimeTraq is easy to use and very intuitive. All you need to do is to understand a few [key concepts](#), sign on and get started.' Below this text, the section 'Getting Started With TimeTraq' is displayed. The text below the section title reads: 'New users of TimeTraq should review these help topics to help get them started using the program:' followed by a numbered list of links: 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 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