Access TimeTraq through SSO

Getting Started

- Log in to SSO and select the **TimeTraq** link.
- **TimeTraq** will display the Employee Time sheets screen on startup:
- **TimeTraq** automatically creates time sheets for employees.
MANAGER TRAINING
*****Let’s Get Started*****

- In the Current Role selection, select “Manager” from the drop-down menu.
Manager Role

Manager role in TimeTraq is responsible for the following:

- Review and approve employee time sheets.
- Cancel employee time sheets if zero hours for hourly employees --do not deactivate time sheet.
- If needed, a time sheet may be created and submitted in an employee’s absence.
- Go in as another Manager—Like LeaveTraq- you have the ability to assign a delegate for time sheet approval in your absence. You will leave your delegate in a deactivated status and only activate the delegate when you are unable to approve the time sheets.

***All time sheets for your department must be either approved or cancelled ***
The manager will receive an email when the employee submits their time sheets and are pending manager approval.
As *Manager*, you may click on each employee time sheet if you want to check daily entries.

The **GREEN Approve** button is to be used to approve the time sheet only if the **approve leave button** is in a **GRAY** status. If the approve leave button is in blue status, the leave must be approved before the time sheet can be submitted.
In this example, the leave **has not been approved**.

The leave must be approved by the **Manager** before the time sheet can be approved.

**Caution**: Before you click this button, make sure that you have reviewed the leave in the time sheet or go to LeaveTraq. By clicking on this button, the leave will be approved without your review. This will not take you into Leavetraq.
Gray **Approve Leave** buttons indicate that all leaves have been approved.
Manager may approve time sheets and submit to Dept. Approver using **GREEN** Approve buttons.
The operation was successful.
TimeTraq for Managers and Approvers

**MANAGER RECAP**

Manager Role – Approving or Rejecting Employee’s Time Sheets

- Log on to the Single Sign On website: [https://sso.tamus.edu](https://sso.tamus.edu)
- Select “TimeTraq” from the menu.
- In the Current Role selection, select “Manager” from the drop-down menu.
- Window opens to the Inbox – When an employee has submitted their time sheet, it will appear in your Inbox for approval.
- Click on the employee’s time sheet number to review the time sheet.
- Click on “Work Events” to review hours and submitted leave.
- Either approve the time sheet or reject it back to the employee.
- If you have other employee’s time sheets to review, click on “Inbox” to select the next employee’s time sheet for review.

Weekly time sheets only require Manager Approval.

All **biweekly** time sheets for your department MUST be approved before the Department Approver can submit the Adloc to Payroll.
APPROVER TRAINING

For Biweekly Time Sheets
*****Let’s Get Started*****

- In the Current Role selection, select “Approver” from the drop-down menu.
- Select Adloc
The Reporting period must be on the correct pay period. The drop down menu will always default to the last time sheet loaded which will be the current week.

Make sure to select **Biweekly** if approving hourly employees.
If you try to **resubmit** a previously submitted time period, a message will notify you that the action has already been completed.
If all time sheets for your Adloc are either approved or cancelled, there will be a **GREEN** button indicating that the Department’s payroll is ready to be submitted.

**All** time sheets for your Adloc must be either approved or cancelled before the Department Approver can submit the payroll for your department.

The **Dept. Approver** now submits the Adloc to Payroll with the **GREEN** Submit Adloc to Payroll button.
The **pop-up box comments** are optional, (if comments are made it will go to Payroll).

**Dept. Approver** role is to submit Adloc's payroll for processing.

Final **Submit Adloc to Payroll** button.
Submission was successful.
**TimeTraq Adloc Submitted Successfully**

TimeTraq-notify@tamus.edu

Sent: Mon 7/28/2014 5:13 PM
To: Joni Milcan

Role: TT-DEPTAPV

Adloc 22160045 was submitted by payroll for the reporting period ending 07/20/2014

Process started at 07/28/2014 17:12:54 and finished at: 07/28/2014 17:12:54

Comment:

The message returned was:

**Operation Successful**

This is an automated message from the TAMUS TimeTraq system.
Please do not reply. For assistance, contact your designated administrator.

**Department Approver** will receive a confirmation email that Adloc was submitted successfully.

The Adloc’s time sheets are now ready for Payroll Services review.
Submit Department Weekly Payroll for Processing TimeTraq

- Role is Dept. Approver
- Select the correct Adloc
- Go to RP Review Tab (see example on page 16)
- Select “Biweekly” reporting period for bi-weekly employees
- Select the correct reporting period
- If all time sheets for your department are either approved or cancelled, there will be a **GREEN** button indicating that the Department’s payroll is ready to be submitted.
- Press the **GREEN** button to submit payroll. No comment is required.

Adjustments to Bi-weekly Payroll

- Email any adjustments for hourly employees to Payroll@tamut.edu
- Provide the dates of the adjustment and the total hours to be added or deducted.
- Adjustments may occur near the end of fiscal year or around a holiday when hours are projected.
QUESTIONS?   COMMENTS?

Email us at

PAYROLL@TAMUT.EDU

This document will be posted on the Payroll Services website under TimeTraq