

How to log work hours in the TimeTraq* system

- 1) Go to: <https://sso.tamus.edu/>
- 2) Enter your **9-digit number** UIN number listed in this email.
- 3) Enter your **password**.
- 4) Once logged on, you will see an SSO Menu that includes **Time Traq** and **HR Connect**. To log work hours, click on **Time Traq**.
- 5) On the next screen are columns that read **Timesheet, Job Title, Start, End, etc.** Use the timesheet as directed by your supervisor. Click on the number on the far left and it will open a page that looks like a standard time sheet, with dates on the left followed by a blank.
- 6) Enter hours for each day in the coordinating blank and then hit **“save”** or **“save/exit.”**
- 7) **When** TimeTraq is **due**, go through the timesheet, review your hours for accuracy, and then click **“Submit timesheet.”**
- 8) The next page is a summary of hours worked. **If this is correct**, click **“continue.”**
- 9) On the next page, **certify** as to the accuracy of the information about the hours you worked by **clicking** in the **“Certify”** box.
- 10) Click **“Submit Timesheet.”** It now goes to your supervisor for review.

Students can either pick paycheck up or sign up for direct deposit in Payroll/Personnel office, OM 116.

WEST TEXAS A&M UNIVERSITY SCHEDULE OF 2011-2012 BIWEEKLY PAY PERIODS Beginning September 1, 2011

Payroll Period No.	FROM	THRU	TIME TRAQ DUE BY 12:00 NOON TO PAYROLL	PAY DATE
1	Sep 01	Sep 07	Sep 09	09/16/2011
2	Sep 08	Sep 21	Sep 23	09/30/2011
3	Sep 22	Oct 05	Oct 07	10/14/2011
4	Oct 06	Oct 19	Oct 21	10/28/2011
5	Oct 20	Nov 02	Nov 04	11/10/2011
6	Nov 03	Nov 16	Nov 16	11/23/2011
7	Nov 17	Nov 30	Dec 02	12/09/2011
8	Dec 01	Dec 14	Dec 14	12/22/2011
9	Dec 15	Dec 28	Dec 22	01/06/2012
10	Dec 29	Jan 11	Jan 12	01/20/2012
11	Jan 12	Jan 25	Jan 27	02/03/2012
12	Jan 26	Feb 08	Feb 10	02/17/2012
13	Feb 09	Feb 22	Feb 24	03/02/2012
14	Feb 23	Mar 07	Mar 07	03/14/2012
15	Mar 08	Mar 21	Mar 23	03/30/2012
16	Mar 22	Apr 04	Apr 06	04/13/2012
17	Apr 05	Apr 18	Apr 20	04/27/2012
18	Apr 19	May 02	May 04	05/11/2012
19	May 03	May 16	May 18	05/25/2012
20	May 17	May 30	Jun 01	06/08/2012
21	May 31	Jun 13	Jun 15	06/22/2012
22	Jun 14	Jun 27	Jun 29	07/06/2012
23	Jun 28	Jul 11	Jul 13	07/20/2012
24	Jul 12	Jul 25	Jul 27	08/03/2012
25	Jul 26	Aug 08	Aug 10	08/17/2012
26	Aug 09	Aug 22	Aug 17	08/31/2012
27	Aug 23	Aug 31	Aug 24	09/14/2012