New Employee Time Traq Checklist

1. Complete & Submit New Employee Packet
   (*Note: Employment Packets are now available online on the HR website: http://hr.tamu.cc/assets/Employee%20Packet%20fillable.pdf*)

2. Create EPA
   (Only after EPA’s have been through the approval process & item 1 has been completed can you move on to item 3).

3. Activate Employee Pin in Time Traq
   (This can only be done by someone with a Dept Admin role).
   (A) Log on to Time Traq as a Dept. Admin
   (B) Click on the Activation Tab at the top of the screen.
   (C) Enter the employee’s UIN and PIN to create a TimeTraq job for the new position.

4. Create Timesheet
   (A) Click on “RP Review” tab
   (B) Change Match from “All Timesheets” to “All Jobs”.
      - Your new employee should now appear on your employee list.
      - Click on the “Create” button.

5. Assign a Manager to New Employee
   (*Note: You must assign a manager otherwise your new employee will not be able to submit his/her timesheet).

For Time Traq Assistance Please Call:
   Maria Alaffa Ext. 5792
   Rachel Flores Ext. 2411
Biweekly Payroll

As soon as a student worker or new part time/temporary employee is hired, create an EPA immediately. It will show as a document # beginning in EWR. Be sure that H/R has a completed employee packet.

**EPA’s:**

Complete an EPA (Employee Payroll Action) document when one of the following occurs:

1. When hiring a new employee
2. When an employee is moving to another PIN or department
3. When an employee vacates a PIN due to resignation or termination
4. When making changes in wage, title, or source of funds

Note: An EPA document must be in the completed status before a timesheet can be created in Time Traq.

Monthly Payroll

**EPA’s:**

Complete an EPA (Employee Payroll Action) document when one of the following occurs:

1. When hiring a new employee
2. When an employee is moving to another PIN or department
3. When an employee vacates a PIN due to resignation, termination, promotion, or transfer in/out or Leave Without Pay status.
4. When making changes in wage, title, or source of funds

Note: An EPA document must be in the completed status to appear on the BVD (Budget Verification Document) so employee can get paid.
Things to Keep in Mind:

1. When extending the time of employment, use option “Change Salary, Title, Term, Percent Effort, or Promote” for a Term change.
2. When changing an account to pay from, use option “Source Funding Change”.
3. Take advantage of the Justification/Comments section and don’t copy prior EPAs comments to avoid errors:
   a. Match notes to dates – “Effective 1/1/14, Johnny has been promoted to Manager.-LR”
   b. “We are changing the term for Johnny’s temporary assignment until the vacancy for PIN I04015 is filled.-LR”
   c. “Johnny will be getting paid from account #123456 instead of #135789 effective 1/1/14.-LR”
   d. “Barbara retired effective 2/1/14 and position is now vacant.-LR”
4. Vacate date is the day after the effective last working day.
5. Temporary PIN I99999 is used when needing to vacate a position for your department due to a promotion and you don’t know the new PIN the person is promoting into.
6. Use the Voluntary Terminate only for employees who are no longer working at TAMUCC. If they are moving to another department, can use Promote Out or Transfer options.
7. If employee packet is not complete, Payroll will know because there is no UIN# for that employee, so Payroll will not approve the EPA.

For Biweekly Payroll questions, contact Maria Alaffa x5792
For Monthly Payroll questions, contact Sylvia Garcia x5884
Payroll Office
Frequently Asked Questions

EPA Questions

Q1. Where do I go to create or start an EPA document?
Q2. What does “New Iteration” mean?
Q3. How do I correct the error message “Invalid Effective Date”?
Q4. Can the Funding Source Dates section reflect any date?
Q5. If an EPA document has been canceled, can it be re-opened or edited?
Q6. How do I correct the error message “Doc xxxxxxx cannot be closed until Doc xxxxxxx is completed or cancelled”?
Q7. Can I create an EPA document by selecting the name, a UIN or a document number?
Q8. How can I reactivate a PIN that has not been occupied in more than two years?
Q9. The dept. hired someone on 07/11/2008 but when I try to put that date in the funding source line it rejects it, why?
Q10. What are the pay dates for Fall semester, Spring Semester and Summer I and Summer II?
Q11. What are the object codes for Graduate Students?
Q12. What are the Title Codes for Graduate Students?
Q13. We just hired someone but will be getting paid out of two or three accounts, but at different source amounts, how can I apply the correct amounts differently to each account in the funding source lines?

EPA Creator Tips

- Accounting Analysis
- Annual Term and Effective From and To Dates
- Changing or Adding ADLOCs
- Extending Appointments
- Eliminating Pins for Terminated Grant-Funded Employees
- Eliminating Vacant Pins

And many more....
**EXAMPLE: Employee going from full time to part time**

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The Texas A&M University System

<table>
<thead>
<tr>
<th>EPA</th>
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<th>FRS</th>
<th>Buy A&amp;M</th>
<th>Routing</th>
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Main Menu ➔ EPA ➔ Create Document


Document Type: Change Salary, Title, Term, Percent Effort, or Promote ➔

Recommended Occupant Action: Select...

Current Occupant Action: Select...

Position Action: Select...

Create Document

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