

PAINLESS PAYROLL

Welcome to your new job!



BIWEEKLY PAYROLL

As soon as a student worker or new part time / temporary employee is hired, create an EPA (Employee Payroll Action) document (EWR) immediately. 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 TimeTraq.**

Time Traq



Online
TimeSheets

Time Traq is an on-line time card system implemented for biweekly employees. Time Traq is accessed by logging in to the Texas A&M University System Single Sign On application (SSO) at <https://sso.tamus.edu>.

Quick Tips:

- To add a new employee into the Time Traq, please make sure an EPA document as been created. Once the employee's EPA has been approved and the H.R. packet has been completed the Department Administrator can create the timesheet in Time Traq, if needed immediately.
- To ensure the payroll is submitted on time make sure you follow the Time Traq Biweekly Schedule. This schedule can be found in the Payroll website.

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Payroll Distribution



- Direct deposit is required for all employees. Please have your employees logon to [Single Sign On](#) and sign up for [Direct Deposit](#).

Any questions concerning
Bi-Weekly Payroll, please
call :
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