

TRS Icons

Edit/Open

Indicates editable sections of a timesheet.



Leave Balances

Marks a section for dedicated calculated leave balances such as accrued vacation and sick leave.



View Timesheet

Use to view the status of a timesheet.



TRS Icons

View Workflow

Use to view the status of a timesheet.



Refresh

Use to refresh a screen.



Search

Use to search for a value within a document.



TRS Icons

Delete

Use to delete an entry.



Recall Timesheet

Use to recall the timesheet needing edits.

Create Past Pay Period Timesheet

Use to create a timesheet for a past pay period.



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Timesheet Modification

Displayed when a timesheet has been edited by the supervisor on behalf of the employee.



Acknowledge

For employee to acknowledge a change after supervisor adjusts timesheet.



Reminder

Displayed as a reminder to submit a timesheet.



TRS Icons

Electronic Signature Disclaimer

I (the employee) understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.



Notice

Displayed in the Timesheet Calendar View to draw attention to an important message.



Timesheet Work Schedule

Indicates that employee is on an alternative work schedule.

